



# MARICOPA COUNTY ELECTIONS DEPARTMENT

## Board Worker Training Manual March 2011

Helen Purcell, COUNTY RECORDER

Karen Osborne, ELECTIONS DIRECTOR

# IMPORTANT PHONE NUMBERS

---

## **BOARD WORKER HOTLINE**

**602-506-2010**

This number is for board workers only.

Hours of Operation:

Monday preceding Election Day

12:00 NOON – 7:00 PM

Election Day

5:30 AM – All ballots received at Receiving

sites

## **PUBLIC ELECTION INFORMATION**

**602-506-1511**

This number is for voters. This is the number to call if the voter does not know the location of their polling place.

**RECRUITMENT:** These numbers are for board workers to address employment/payroll issues.

COLLEEN 602-372-3713

TIFFANY 602-506-1519

FRED 602-506-3407

## **BILINGUAL BOARD WORKER PROGRAM**

If you would like to attend a bilingual training class or have questions about providing language assistance.

LETICIA 602-506-2306

# MAILING/INTERNET ADDRESS

---

## **Recruitment:**

Maricopa County Elections Department  
222 E Javelina Drive  
Mesa, AZ 85210

## **Registration/Downtown Office:**

Maricopa County Elections Department  
111 S 3rd Ave Ste 102  
Phoenix, AZ 85003-2294

**Election Website:** [www.recorder.maricopa.gov](http://www.recorder.maricopa.gov)

# LAWS THAT IMPACT ELECTIONS

---

## THE VOTING RIGHTS ACT

The Voting Rights Act prohibits discrimination in voter eligibility, registration and polling place procedures. It requires elections departments in Arizona to pre-clear all new election laws and procedures before they are allowed to go into effect; and requires Arizona to produce all election materials, including the ballot, in Spanish and Tohono O'odham and provide language assistance to voters who need it.

## AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals that have a physical or mental disability and sets the requirements for access to the polling place and voting. These include parking availability, the use of ramps, and accessible voting booths.

## HELP AMERICA VOTE ACT

The Help America Vote Act (HAVA) mandates that all individuals that come into a polling place be allowed to vote. If a voter's eligibility is in question, the voter **MUST** be allowed to vote a provisional ballot. HAVA also mandates that voting systems provide a voter the opportunity to spoil their ballot and receive another one if the voter has over-voted.

## PROPOSITION 200

In 2004, Arizona voters approved Proposition 200, which requires that before persons are allowed to register to vote for the first time in a county in Arizona, they must prove they are a United States Citizen. Additionally, it requires that before a ballot cast at the polling place is counted, voters must show proof of their identity.

Proposition 200 was amended in 2009 by HB2627, to allow U.S. passports and military identification to be used along with a piece of non-photo identification to vote in the polling place. For more information on the specifics of identification, please refer to page 26.

**NOTICE:** Under the Voting Rights Act, every board worker must protect a voter's right to a ballot in the language of his/her choice. In Maricopa County that means English, Spanish, and Tohono O'odham audio assistance in San Lucy and Hickiwan Precincts. Failure or refusal to make all ballot styles available to voters is grounds for dismissal and removal of your name from the list of prospective board workers for any future elections. Additionally, just as it is unacceptable to discuss candidates or issues on the ballot, board workers must refrain from voicing any personal opinion on language assistance as this could result in voter intimidation and disenfranchisement. This behavior can also result in dismissal.

# CREATING A POSITIVE ATMOSPHERE

---

On Election Day, we want to create a space where voters can come, sign-in, obtain the correct ballot, contemplate their choices, and vote in a quiet, neutral atmosphere. At the same time, it is the mission of board workers to secure the election and to assist voters. This requires you to provide good customer service, even under sometimes difficult situations, and to always remain neutral. You should also always maintain a peaceful and quiet atmosphere in the polling place. Loud talking and other noises such as computers, etc. make it difficult for voters to concentrate.

## NO SMOKING

No smoking is allowed in the polling place. By state law, entire school campuses are no smoking zones. Be sure to post the no smoking signs.

## SAFETY IN THE POLLING PLACE

Reasonable safety precautions need to be taken in a polling place during Election Day. Please ensure the following:

- Voter traffic ways are clear of debris;
- Extension cords are out of the way or covered with cord cover;
- Chairs are behind tables or off to the side;
- Electrical appliances, such as coffee pots, have prior approval of the facility owner/manager and are out of the way of voter traffic flow and the reach of small children.

Call 911 for any situation requiring emergency treatment. Please also report any incident to the hotline at 602-506-2010. Board workers must fill out a report for any injury that happens while working for the Elections Department.

## LIMITED USE OF CELL PHONES

Cellular telephones are permitted in the polling place for limited use only by voters and board workers. Please do not spend the day conducting personal business on your cell phone.

## ELECTIONEERING

Pursuant to ARS 16-515, electioneering is prohibited within 75 feet of the main outside entrance of a polling place. In an effort to create this neutral zone, we previously have prohibited all campaign material including, but not limited to, t-shirts, buttons, hats, signs, stickers, etc. within the 75-foot zone.

**However, recently the courts have expressed concern for the need to balance first amendment speech rights with the desire to create this neutral zone. Therefore, the scope of what is prohibited has been narrowed. From now on, only items that include a legally recognized party, or a candidate or issue on the ballot are prohibited.** Voters may still carry information, including political literature, to assist them in voting, but they must be discreet and not display it. Be sure to check the booths periodically to ensure that no literature was left behind.

Additionally, Pursuant to ARS 16-411(h) individuals are allowed to electioneer and engage in political activity outside the 75-foot zone in public areas and parking lots used by voters. If you have any questions about this on Election Day, please call the Hotline.



# ELECTION EQUIPMENT AND SUPPLIES

## Voting Booths

Every polling place will receive voting booths (typically 6-10). Booths come in packages of two and need to be assembled at the Monday setup meeting. Every polling place should receive at least one Red booth for voters with physical disabilities. The red booth comes with two black leg extenders which are placed in the leg holes at the front of the booth. This gives additional room at the front of the booths so that individuals with wheelchairs can more comfortably fit at the booth.



## Insight & Ballot Tub

Maricopa County primarily uses optical scan equipment for voting. Every polling place will have a unit.

The top portion of the unit is the Optech Insight Ballot Tabulation machine, more commonly called the Insight. The ballots are inserted at the front of the unit for scanning and tabulation.

The bottom portion of the unit is the ballot tub. Note that there are three doors on the ballot tub. Door 1 is where write-in ballots are deposited by the Insight after scanning. Door 2 is where all ballots without write-ins are deposited by the Insight after scanning. Door 3 is where misread ballots are placed by the voter or where ballots are placed if there is an emergency.

## Other Ballot Boxes

Each polling place will also receive two other ballots boxes. The one with a Red lid is for Provisional Ballots. The one with a Blue lid is for Early Ballots that may be dropped off at your polling place. Both of these boxes will be transported to the receiving site at the close of the polls. Provisional ballots and Early ballots will be discussed later in this manual.



## Edge Touch Screen and Card Activator

The Edge touch screen voting equipment allows voters with physical disabilities to vote independently. To vote on the Edge, a voter inserts a voter card which is first activated by a board worker using the Card Activator. This card tells the Edge which precinct and particular ballot the voter needs, as well as if the voter is voting a Standard or Provisional ballot; and whether the voter will make his/her choices by touching the screen, or by having the ballot read to the voter while using the unique keypad. When the voter is finished making selections, he/she will have an opportunity to review the ballot on the printed paper

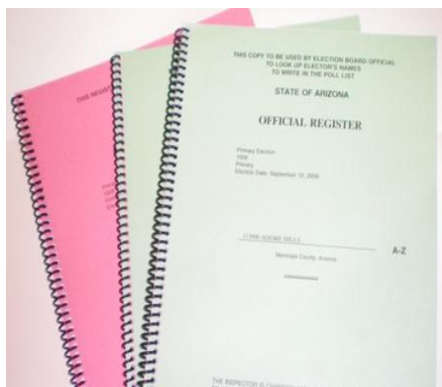
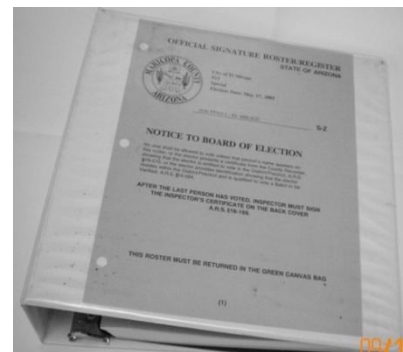


audit tape attached on the left side of the screen. When the voter is satisfied with her/his choices, the voter casts the ballot, the paper audit tape advances up into the printer to ensure secrecy of the ballot, and the card is deactivated and ejected to be returned to the board worker.



## Signature Roster

The Signature Roster is the binder of names and addresses of the voters in the voting precinct. Active and inactive voters are listed in the white pages, while additional names are listed on yellow pages that are added during the setup meeting. For each voter, the signature roster contains a register number that helps others quickly find the voter's name in the precinct registers. It also has an EV box by each name, which if marked, tells the board worker that the voter has either voted early or requested an early ballot, so MUST vote a provisional ballot. The voter signs the signature roster only if he/she is voting a standard ballot.

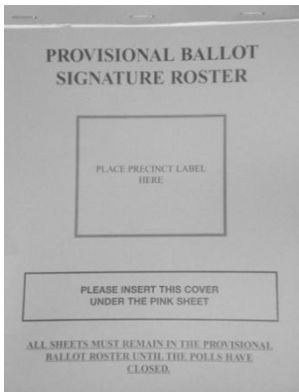
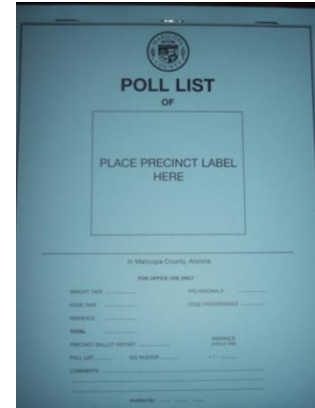


## Precinct Registers

There are typically three precinct registers in every precinct. This General Election, there will be a fourth. These are additional lists of the names of voters in the voting precinct that provide additional information, including the voter's party affiliation and the correct ballot that each voter should receive. One green precinct register is used by the board worker to correctly spell voters' names in the Poll List, one green register is used by the board worker distributing the ballots, the pink register is used at the provisional ballot table and the yellow register will be by the Marshal to assist voters in line to determine if they are in the correct precinct and/or if they need to vote a provisional ballot.

## Poll List

For election security and audit purposes, every precinct uses a poll list, which has a blue cover, to list the names and register numbers of all voters voting a standard ballot in the polling place. In General elections, political observers carrying letters of authorization from the Chairman of the Maricopa County political parties that have an original signature may have the yellow or pink copies once the page is full of signatures. The white copies always stay in the Poll List so that an audit may be properly conducted after the election.



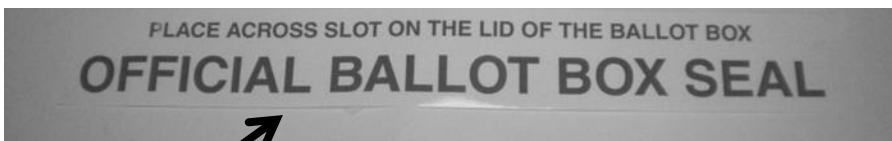
## Provisional Ballot Signature Roster

The Provisional Ballot Signature Roster is a combination of Signature Roster and Poll List for voters who need to vote a provisional ballot. Board workers write the names of voters who are voting a provisional ballot in the pink Provisional Ballot Signature Roster and have them sign next to their name. Voters that vote a provisional ballot DO NOT sign the regular signature roster, nor is their name written in the blue poll list. This ensures that the number of voters' names listed will equal the number of ballots cast.

## Sticker Seals

Three different sticker seals are used to secure election equipment, envelopes and the red provisional and blue early ballot boxes. The tamper-evident security label secures the Insight memory pack door, the Edge results cartridge and polls open/closed doors. The envelope seal requires signatures that begin on the seal and finish on the envelope. Ballot box seals go over the slot opening of the box so that no more Early/Provisional ballots may be inserted into the box.

Tamper Evident Security Label Seal

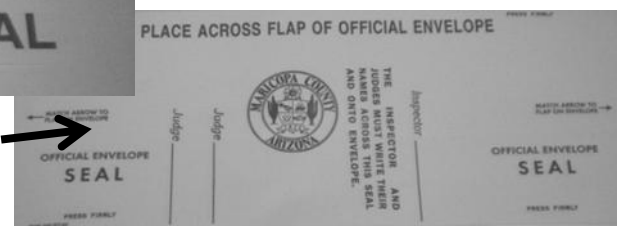


Ballot Box Seal



## I Voted Stickers

Sometimes it seems that one of the most important parts of voting for voters is receiving the "I voted" stickers. Please make sure these are available for voters to take and stick on themselves, but also ensure that these stickers do not end up stuck on inappropriate things such as polling place walls, tables, or voting equipment.



Envelope Seal

# HELPING EVERY VOTER

ALL voters deserve courteous & respectful attention in exercising their rights as citizens to vote regardless of race, color, ethnicity, gender, physical or language ability. Voters may have different physical and/or language barriers that they may have to overcome with board workers assistance.

The back of the duty cards contain Voter Instructions for each step in the processing line in English and in Spanish. These are also helpful for use with individuals with hearing problems.

Voters may also bring in any person of their choice to assist them, as long as that person is not their employer or union leader, or a candidate listed on the ballot. Additionally, voters may, at their option, be assisted by two board workers of different political party affiliations.

## **If board workers assist a voter:**

- Distinctly state to the voter the names of all candidates for each office or the written description of the ballot measures and ask the voter how he or she wishes to vote in each instance.
- Mark the ballot indicating the voter's choices.
- Do not attempt to influence the voter's choices, including giving personal opinions or advice.

## **General Guidelines:**

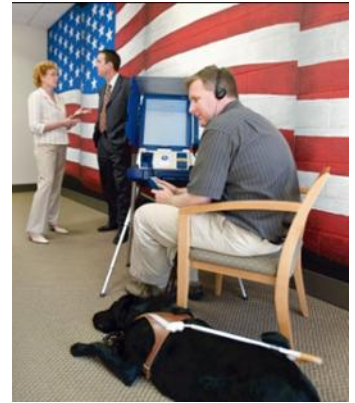
- If you offer assistance, wait until the offer is accepted. Then listen to or ask for instructions as to how to assist.
- Relax. Don't be afraid to ask questions when you are unsure of what to do.
- Be patient. Take as much time as is necessary.
- Treat all voters with dignity, respect and courtesy.

## **Hearing**

- Rephrase, don't repeat your statements. Sometimes different words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.
- Speak directly to the voter (not her/his companion), speak clearly and use short, simple sentences. Don't shout.
- Keep your hands and other objects away from your mouth and do not chew gum.

## **Visual**

- Identify yourself to the voter by telling her/him who and where you are.
- Offer your arm rather than taking the blind or visually impaired voter's arm.
- Offer the Signature Guide at the Signature Roster to aid the voter in signing their name.
- Notify the voter if you are leaving her/him alone.
- If you are offering the voter a seat, gently place the voter's hand on the back of the chair so he/she can locate the seat.
- Be descriptive when giving directions. Often voters with a visual disability are oriented to the clock. Example: "the early ballot box is 3 feet ahead of you sitting on a low table waist-high at 11 o'clock."



## **Speech**

- If you do not understand something that the voter has said, do not pretend that you did. Ask the voter to repeat what he or she said and then repeat it back to be sure you understand correctly.
- Try to ask questions that require a short answer or nod of the head.
- Do not speak for the voter or attempt to finish the voter's sentences.
- Do not confuse an inability to easily communicate with a lack of intellect.

## **Cognitive**

- Be patient, flexible, and supportive. Take time to understand the voter and make sure the voter understands you.
- Try to limit distractions and keep things simple—take one task at a time.
- Offer assistance completing forms or understanding written instructions and provide extra time for decision-making. Wait for the individual to accept the offer of assistance; do not "over-assist" or be patronizing.
- Be sure signage is posted designating where to start and how to mark the ballot.



## Service Animals

Be aware that service animals should always be admitted into the polling place. Service animals are highly trained and need no special care nor attention.

- Many people with disabilities (physical & psychiatric) use service animals
- Do not interact with the service animal. Do not call it, feed it, or pet it without permission.
- Many service animals wear a special vest or scarf but it is NOT required.

## Mobility

- Pay attention to clutter or barriers that impede access.
- Do not lean on a wheelchair or other assistive device.
- Ask the voter if he/she needs your assistance. Do not assume that a voter in a wheelchair wants to be pushed.
- If a ramp has been provided at the polling place, please check it throughout the day to make sure that it hasn't worked itself away from the door threshold.
- If a voter is not able to come into a polling place, curbside voting is available. See page 9 for this procedure.
- Use plenty of signs to indicate the way to the disabled voters entrance into the polling place.



- We staff Spanish-speaking board workers in areas identified as having voters who may need assistance.
- A Spanish Election Terminology Glossary is provided and can be found in the Polling Place Supplies. This Glossary ensures that common translations are used in a uniform manner in Maricopa County.
- Voter instructions are listed in both English and Spanish on the back of the board worker duty card to communicate to the voter what is needed of them at each stage of the voter processing line. Audio instructions in O'odham are available in designated precincts.
- If you do not have a board worker that speaks Spanish, call the Hotline and we will speak to the voter directly, or have a Spanish-speaking troubleshooter go out to assist you.

**In the end, it's all about good customer service: Be patient, make eye contact, allow voters to tell you what they need, and make reasonable accommodations.**

**NOTICE:** It is the responsibility of every board worker to protect the voter's right to a ballot in the language of her/his choice; in Maricopa County that means English, Spanish, and Tohono O'odham audio assistance in San Lucy and Hickiwan Precincts. Failure or refusal to make all ballot styles available to voters on Election Day will be grounds for dismissal and removal of your name from the list of prospective citizens to serve on the Board in any future elections. Additionally, just as it is unacceptable to discuss candidates or issues on the ballot, board workers must refrain from voicing any personal opinion on language assistance as this could result in voter intimidation and disenfranchisement. This behavior can also result in dismissal.

## Language Assistance:

Section 203 of the Voter's Rights Act of 1965 requires that voters who need language assistance receive it at the polls and at every stage of the electoral process. Maricopa County is legally obligated to provide language assistance and materials in the Spanish and Tohono O'odham languages.

We provide language assistance in a number of ways:

- Ballots and signage are done in both English and Spanish.

## VOTERS WITH DISABILITIES WISHING TO VOTE USING THE EDGE



If a voter indicates that he/she has a disability and would like to use the Edge touch screen voting unit to vote independently, please refer to page 37. Please do not challenge the voter or ask the specifics of their disability. Also, even though the equipment is designed to enable voters to vote independently, this does not prohibit the voter from seeking assistance if needed. If you have any questions about how to use the Edge, call the Hotline at 602-506-2010.

# CURBSIDE VOTING

---

The Americans with Disabilities Act of 1990 establishes guidelines for the accessibility of facilities to the disabled community. Where accessibility is not achievable, the Secretary of State has established an alternate voting procedure. For any voter that can get his or herself to the polling place, but for whatever reason, can't get inside, curbside voting is available. In this case, please follow the following procedures:

1. The voter should relay a message through a companion, or other nearby person, to the election board that he/she wishes to vote.
2. The Marshal goes out to the voter with a precinct map to ensure the voter is in the correct precinct and Curbside Voter Signature Affidavit. In addition to assisting the voter in filling out the form, the Marshal also needs to ask for identification as he/she would for any other voter and ensure that the name and address on the affidavit matches the identification presented.
3. If the voter has the required identification, the Marshal returns to the polling place and gives the Curbside Voter Affidavit to the board worker at the Signature Roster, who verifies the voter's registration on the Signature Roster. If the address matches, enter "CURBSIDE VOTER" in the signature block next to the voter's name. The clerk enters the voter's name into the Poll List. However, if the address on the Curbside Voter Affidavit is different from the address in the Signature Roster, the voter must vote a Provisional Ballot. See #4 below.
4. If the voter does not have the necessary identification or if the address on the identification is different from the Signature

Roster, the voter is required to vote a Provisional Ballot. The Marshal returns to the polling place and proceeds to the Provisional Ballot table and gives the Curbside Voter Affidavit to the board worker at the Provisional Ballot table, who will fill out a Provisional Ballot form using the proper procedure and enter "CURBSIDE VOTER" in the signature block next to the voter's name in the PINK Provisional Signature Roster. The board worker then gives the affidavit to the board worker with the Signature Roster who puts the affidavit in the front pocket with the payroll voucher.

5. Using the voter's register number, the board worker determines the correct ballot. If the voter is required to vote a Provisional Ballot and her/his name is not found in a Precinct Register, it may be necessary for the Marshal to return to the voter with the split map to determine exactly where the voter lives and which is the appropriate ballot.
6. The Inspector directs two board workers, of different political party affiliations, to proceed to the voter's vehicle with an official ballot, special black ballot marking pen and secrecy folder. The voter signs the affidavit, votes the ballot and places it in the secrecy folder. If the voter is voting a Provisional Ballot, the ballot is placed into the Provisional Ballot envelope.
7. The two board workers return to the voting area and, if voting using the standard method, present the ballot to the board worker at the Insight. The board worker removes the ballot from the secrecy folder and puts the ballot in the Insight. If the voter voted a Provisional Ballot, the envelope containing the Provisional Ballot is placed in the red provisional ballot box.

# CURRENT ELECTION/ VOTER REGISTRATION INFO

---

## **THIS IS A JURISDICTIONAL ELECTION**

This election is the opportunity for voters to decide on races for City/Town Council and other city/town issues in the City of Tolleson, and Towns of Gilbert, Gila Bend, Guadalupe, and Youngtown.

## **VOTER REGISTRATION DEADLINE**

Voter registration cutoff is 29 days before an Election. For this election, it was February 7<sup>th</sup>.

## **DECEASED VOTERS WHOSE NAMES STILL APPEAR ON THE VOTER ROLLS**

We need something in writing in order to remove a person from the voter rolls. This information can be provided by anyone, not just a family member. However, the person should include important information that will enable us to identify the correct person to be removed. (i.e. date or place of birth of the deceased, mother's maiden name, something that gives us the ability to reasonably assume that they possess personal knowledge of the deceased individual). We also need the informant's name and contact information. If someone gives you this verification in writing, simply place it in the front pocket of the Signature Roster, with the Payroll Voucher, or please fill out a polling place incident/information report. **\*\*Do not write in the signature block next to the voter's name.\*\***

## **VOTERS WHO HAVE MOVED WITHIN MARICOPA COUNTY**

Voters who have moved within Maricopa County need to vote in the precinct where they now live and will be required to vote a provisional ballot. By filling out the provisional ballot form, their address will be updated, so there is no need to fill out a separate voter registration form.

## **OTHER VOTER INFORMATION CHANGES**

Voter registration forms must be filled out by voters who wish to do the following:

- Change their political party affiliation
- Change their name only
- Update their mailing address, if not voting a provisional ballot
- Registration requirements: **\*PLEASE BE AWARE!!** Proposition 200, passed by the voters November 2004, requires that individuals registering to vote for the first time in Maricopa County prove that they are a U.S. citizen and therefore eligible to register. Documents required for this proof are listed on the back of voter registration forms. The most convenient method to prove citizenship is for the registrant to list her/his full Arizona driver's license number or non-operating ID number, as long as it was issued after October 1, 1996. For more information, please refer registrants to the back page of the voter registration form or to the Maricopa County Public Information number at (602) 506-1511.

## **PERMANENT EARLY VOTER LIST (PEVL)**

If a voter indicates that they would like to be added or removed from the Permanent Early Voter List (PEVL), please fill out the form in your supplies for that purpose. If you run out of forms, fill out a polling place incident/information report with the following information:

Write "Please ADD/ REMOVE me to the Permanent Early Voting List"

PRINT FULL NAME:

PRINT RESIDENCE ADDRESS:

PRINT DATE OF BIRTH:

SIGN:

## **REGISTER OR UPDATE YOUR REGISTRATION ON LINE**

---

Go to [www.servicearizona.com](http://www.servicearizona.com) and click on voter registration. You will need your driver's license number for this process.

# BOARD WORKER DUTIES

The primary duty of every board worker is to assist voters, so that they may vote properly thereby ensuring a secure election. This is your mission, your call, your priority. With the exception of the duties of the Inspector, the duties that each board worker might be assigned are subject to change and this duty list is just a guideline. Ultimately, it is the responsibility of ALL board workers to work as a team to assist all voters in a manner using good customer service and to complete all Election Day procedures accurately and completely.

Inspector	Judge	Clerk	Marshal	
X	X	X	X	Provide Good Customer Service and Assist Voters
X				Team Leader in the Polling Place
X				Assign board workers various tasks
X				Arranges the Monday setup meeting & informs other board workers and recruiter
X				Verifies all items on the Inspector check list are complete
X	X	X	X	Ensures Insight and Edge voting units are setup, monitored and available to voters.
	X	X		Assist voters at the Signature Roster
		X		Write voters names in the Poll list
	X	X		Demonstrate how to mark and issue ballots.
X	X			Oversee the Provisional Ballot procedure
			X	Preserves order in the polling place and within the 75-foot zone
			X	Directs Early ballot voters to bypass line and those needing a provisional ballot to go directly to the provisional ballot table
			X	Announces the opening and closing of the polls
			X	Ensures all voters in line at 7:00pm are allowed to vote
	X	X	X	Any other duties assigned by the Inspector.
	X	X	X	Deliver the memory packs to the receiving site
X	X		X	Deliver the ballots to the receiving site

# TROUBLESHOOTERS

- All polling places will have a troubleshooter assigned for Election Day. Troubleshooters carry extra supplies, and are in constant radio contact with Election Central should any problems arise.
- Your troubleshooter will verify that all procedures in the polling place are being done correctly including that the items listed on the Inspector Checklist are being completed on the appropriate day and time.
- Troubleshooters will have I-9 forms to be filled out by any high-school board workers who have not before worked for Maricopa County Elections. As part of filling out this form, these board workers will need to show identification as required by the Legal Arizona Workers Act. Other board workers that are registered voters are exempt from this requirement.
- Troubleshooters will contact the Inspector Saturday after noon. Recruiters do not have the Troubleshooter assignments, so please be patient and wait for the Troubleshooter to call.



# BEFORE THE ELECTION

---

## Inspector Arranges the Setup Meeting

The Inspector should receive a board worker Roster in the mail. As soon as you receive this information, please contact the facility to arrange the Monday setup meeting.

- The meeting should be scheduled to take place the Monday before the election, sometime after 12:00 NOON. Please do not arrange to setup the polling place prior to noon on Monday. We cannot guarantee delivery of supplies before that time. When you are talking to the contact person, please find out who is responsible for opening the facility on Election Day and get a true EMERGENCY NUMBER; wherever he/she will be at 5:30 AM!

- Once you have arranged the setup meeting, call all of the board workers assigned to your polling place to let them know when and where to meet for the setup meeting.

- Call your Recruiter to let him/her know what time the setup meeting will be taking place and the name and emergency phone number of the person responsible for opening the facility on Election Day. This information will be shared with last minute hires and the Trouble-Shooter that will be assigned to your area.

### **IMPORTANT NOTICE: Inspector Checklists Must be Completed!**

A requirement under a Memorandum of Understanding between Maricopa County and the U.S. Department of Justice is that every Inspector complete and sign the Inspector Checklist in order to get paid. The Checklist is attached to the payroll voucher and has items to check at the Setup meeting, as well as Election Day. The Checklist should stay attached to the payroll voucher and be returned in the front pocket of the Signature Roster. If the Checklist is not completed, signed and returned, the Elections Department will not issue a check for that precinct's Inspector.

## Inspector Packet

The Troubleshooter will deliver the Inspector Packet to the home of the Inspector over the weekend prior to the Election. Please take the time to review the contents of the packet with the Troubleshooter to ensure that everything is included. The Packet should contain:

- Payroll voucher.
- Inspector Checklist
- Precinct Ballot Report
- Extra Training Manual
- Precinct Identification Labels
- A list of official write-in candidates (If applicable).
- Precinct Maps
- Setup and Closing Procedure Task Lists
- Add-on and/or Deletions Lists
- Early voting list and addendum, if applicable
- Lists of the Post-Election Identification locations
- Sample ballots - two (2) of each style.
- Keys to the Insight.
- Three (3) Activator Cards for the Edge Voting Machine.
- 2 Maps to Receiving Site for the delivery of the memoryPack & the bags and boxes at the end of the night.
- The pink bubble bag and security bag in which you will seal and return the Insight memory pack, Insight totals tape #1, and the Edge results cartridge.
- Board Worker Surveys

# MONDAY SETUP MEETING

---

## **IT IS IMPORTANT THAT ALL SUPPLIES ARE CHECKED AND ALL PROCEDURES BE DONE COMPLETELY.**

Errors in supplies or problems with setup need to be discovered on Monday. Please contact the Hotline at 602-506-2010 as soon as a problem or error is discovered, so that it can be fixed before Election Day!

Even if there are no new board members, the Inspector should:

- Discuss, in detail, the duties of each board position by reviewing the duty cards.
- Assign each board member their duties using the Setup Task Lists beginning on page 14.
- Discuss the voting procedures to be followed on Election Day, including ID and provisional ballot requirements.

Additionally, the following things need to be considered/done during the Setup meeting and/or Monday evening:

**The Facility** - On Election Day, leaving the polling place once the polls open is prohibited, so you will need to bring everything you will need with you Election morning. Take the opportunity at the setup meeting to check out the facility. However, please note: the facility is NOT required to supply a refrigerator, coffeemaker, or any other amenity. Please do NOT make demands of the facility. Many facilities have decided to no longer host elections because of demands by board workers. Facilities voluntarily host elections and we should behave as invited guests. If amenities are not available, be prepared to pack items in an ice chest or other container. Before bringing any item that needs to be plugged in, consult with the facility owner or manager.

**Opening the Facility** - Who is Opening the Polling Place for you on Election Day Morning? Do you know how you are getting back into the facility or who are you going to call at 5:30 a.m. if the facility is not open?

**Payroll Voucher** - Please have everyone at the setup meeting initial the payroll voucher. This is also the time for board workers to ensure that their name, address and other information is correct. Unless the payroll voucher says "On File", check to ensure that each person's social security number is correct.

**Physically Accessible Parking Spaces** - On Election Day, even if you have a handicap sticker on your vehicle, please consider leaving those designated parking spaces for the voters to use. At 5:30 a.m. there should be plenty of parking that is adjacent to the handicap spaces. If needed, ask one of your fellow board workers to move your car after you have gotten to the facility.



## **Insight Keys and Edge**

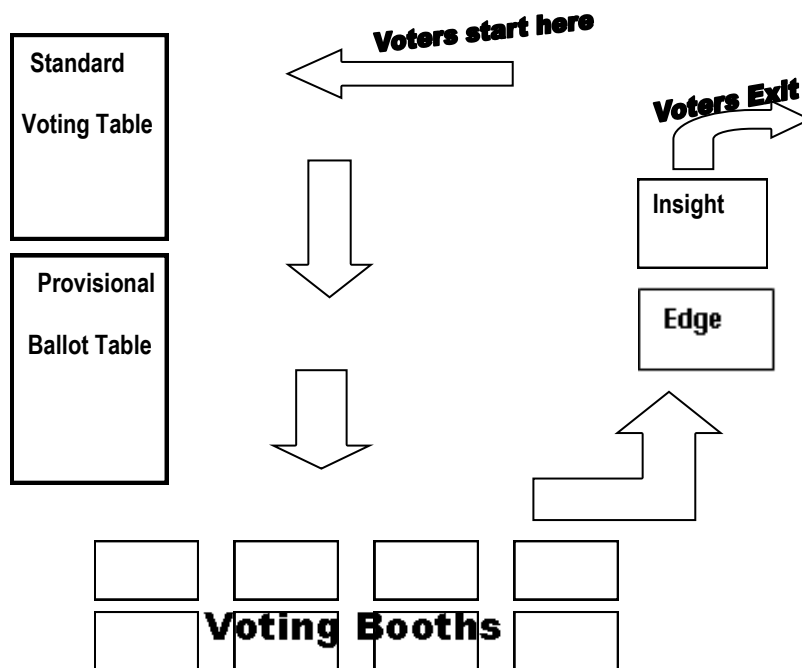
**Activator Cards** - Don't forget to bring the Insight keys and Edge Activator cards back on Election Day!

**Shoes, Shirt, Service!** - Please remember to dress appropriately for the polling place and come with a cheerful mood ready to assist voters. Clothing may be casual, but should be clean and not have any holes or be too revealing. Remember you are there to assist voters, so you don't want to wear anything or behave in a manner that would distract from that mission.

# SETTING UP THE POLLS

## SETTING UP THE POLLING PLACE FOR GOOD VOTER FLOW

- ☐ 1. Before beginning any tasks, you need to consider how the room should be setup. Either the facility will provide tables and chairs, or the Elections Department will have delivered some with your equipment and supplies.
- ☐ 2. When considering how to setup the polling place, consider what would be a logical flow of voters within the polling place. Pictured below is the optimal setup for a polling place. If your polling place room cannot accommodate this setup, do the best you can to create a good flow for voters.



- ☐ 3. Break the seal and open the RED provisional ballot box. Remove all supplies. In here you will find the Precinct Registers and Signature Roster that need to be edited, as well as all internal signs that need to be taped on walls. Other supplies will be in the Inspector's Packet. If any supply is missing, or an item is needed, contact the Hotline.

## INSIGHT TASKS:

- ☐ 1. Make sure that there is a SILVER DOOR sticking out between the Insight and the large blue ballot tub - this allows the ballots to drop into the ballot tub after they are scanned. If there is not, call the Hot line.
- ☐ 2. Using the LITTLE KEY, unlock and open doors #1 & #2 of the Insight ballot tub and remove the Official Ballots, and the black and green/yellow canvas bags. Give ballots to board worker #3.
- ☐ 3. Check to ensure there are dividers between doors #1, #2 & #3. If there are not, call the Hot line.
- ☐ 4. Using the little key unlock and open door #3 and make sure the ballot tub is empty. Relock door #3 and keep it closed unless there is an emergency on Election Day.
- ☐ 5. Compare your Precinct number with the number on the back of the Insight. If you are not sure what your number is, it is on the Inspector packet. If these numbers don't match, call the Hotline.
- ☐ 6. Move the entire unit to the electrical outlet nearest the polling place exit. Use the BIG key to open the back door of the Insight. Make sure that the security seal on the memory pack door has not been broken. If it is broken, call the Hotline to have a Troubleshooter replace the seal as soon as possible.
- ☐ 7. Pull the electrical cord from the back of the Insight and fit it into the cord slot. Plug the cord into the electrical outlet. The RED POWER LIGHT on the front of the unit should now be lit. A ZERO TAPE will print; this tape contains all of the candidates and/or issues that will appear on the ballot within your Precinct. Make sure the zero tape reads the same precinct as where you have been assigned.
- ☐ 8. Two board workers should compare the zero tape to the ballots making sure that everything matches. Do not remove the totals tape from the Insight; this tape will remain until you are doing your closing procedures.
- ☐ 9. Make sure that the digital readout on the front of the Insight reads ZERO. After the ZERO TAPE finishes a green ready light will be displayed next to the red power light; make sure BOTH lights on the Insight are lit. Once you have verified that both lights are lit up, your Insight has passed inspection.
- ☐ 10. Unplug the Insight and carefully place the head of the plug back into the cord slot of the Insight and lock the door with the Big Key.
- ☐ 11. Once board worker #3 has finished counting the ballots, place them and the green/yellow and black bags back into the ballot tub and lock doors # 1 and #2 with the Little Key.

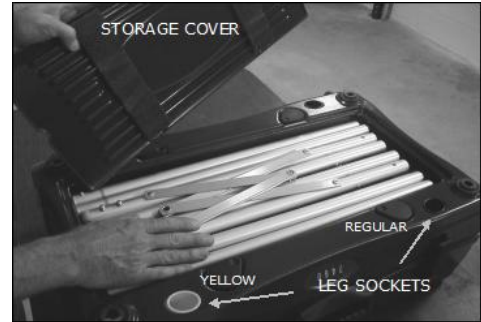




## EDGE TASKS:

In compliance with the Help America Vote Act, an Edge voting unit is located at every polling place to enable voters with disabilities to vote independently. The Edge is a touch screen voting unit that comes with a printer and an audio unit that you will attach to the Edge, as well as a card activator unit, and voter cards.

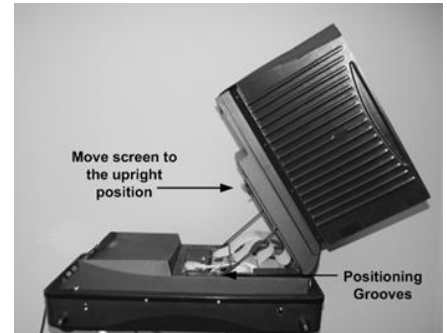
- ☐ 1. Place the unit face down; ensuring that the leg assembly storage side of the Edge voting unit is facing up. Turn the four latches to a 45-degree angle and remove the bottom storage cover. Remove the main leg assembly and extension legs. Replace the bottom storage cover, securing the latches to the original locking position.
- ☐ 2. Secure the main leg assembly by connecting the upper and lower portions in the center. On the upper leg section, turn each inside leg 90 degrees to make two "X's."
- ☐ 3. Insert the yellow ends of the main leg assembly, into the yellow sockets on the bottom of the Edge voting unit by pressing the retention pin. Insert the last two black ends into the remaining sockets on the bottom of the Edge voting unit by pressing the retention pins.
- ☐ 4. Insert each of the leg extensions into the main leg assembly by pressing the silver retention pin and turning the leg until the retention pin snaps into place. The legs are now secure.
- ☐ 5. Two board workers, one in the front and one in the rear of the Edge voting unit, should turn and lift the unit onto the floor, trying not to put any weight on the legs while turning. "Rolling" the Edge can twist and or break the legs.
- ☐ 6. Unfasten the top cover clasps and remove the cover.
- ☐ 7. Locate the power cord under the LCD viewing screen and plug the power cord into the Edge voting unit power receptacle (AC In) at the rear of the unit. Plug the Edge into a wall outlet or surge protector.
- ☐ 8. Ensure the power is off and the privacy panels are in the closed position.
- ☐ 9. Remove the printer from the carrying case. Ensure that the printer also has a seal on it, securing the printer cover to the printer. **DO NOT BREAK THIS SEAL.** The number on this seal will be checked when it is returned after the election to ensure that it is the same seal number that left the office. If this seal breaks at any time, call the Hotline at 602-506-2010.



- ☐ 10. With the viewing screen down and privacy screens still closed, position the printer so the paper printout is facing up, the seal facing outside, and the printer cord facing inside. Slide the printer into the bracket sleeve on the left side of the viewing screen starting at the top of the sleeve (at the back of the unit) and moving down (towards the front of the unit).



- ☐ 11. Using both hands, raise the LCD viewing screen and printer. Holding onto the screen with one hand, raise the black LCD positioning bar with the other hand and insert into a positioning groove.



- ☐ 12. Attach the printer cables to the Edge by inserting the power plug first and then attaching the printer cable to its left by firmly tightening each of the screws. The word TOP on the cable head signifies the top of the cable.

- ☐ 13. Find the audio unit, which will be in a separate black case. Standing to the rear or side of the unit, connect the audio unit cable to the Edge serial port labeled AUDIO as shown left.. The "clip" of the cable, which looks similar to a phone cable, faces right when standing at the back of the machine.

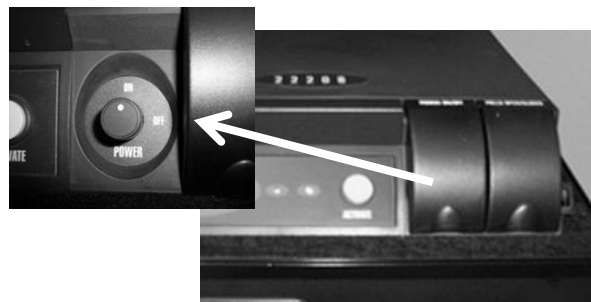


- ☐ 14. Connect the audio headphones jack to the audio voting unit, pushing the cable all the way into the unit.

- ☐ 15. Open the Edge privacy panels. Take off the black privacy curtain from the left privacy panel and reattach to the outside of the left privacy panel and the side of the printer so that the voter can see the printout through the rectangular hollow in the left panel. This allows the voter to see the printout of how they have voted with privacy. If not already attached, secure the top curtain to the Velcro on the back of both privacy panels.



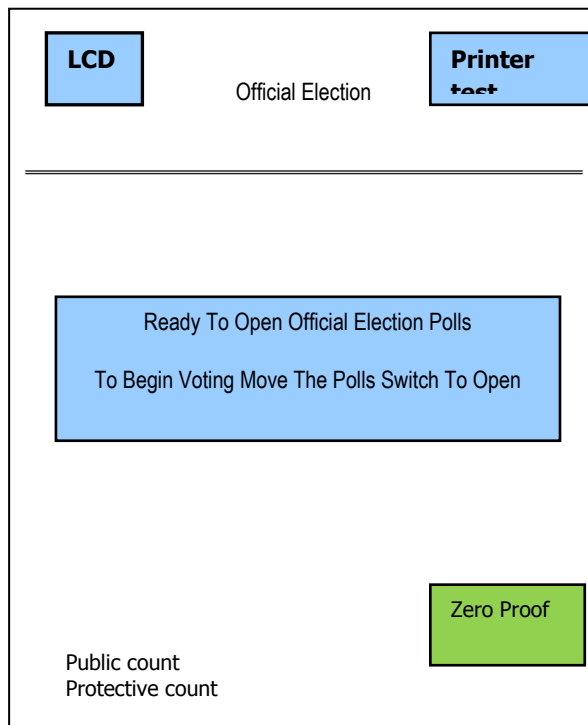
- ☐ 16. At the back of the machine, raise the switch cover marked Power On/Off. Turn the power switch to the On position and close the cover.



- ☐ 17. Face the front of the machine. The Sequoia logo will be displayed briefly before the unit is ready. This process may take several minutes. Verify that the green printer light at the bottom front of the printer is illuminated.



- ☐ 18. Check the screen: it should read as shown to the right.
- ☐ 19. On the Precinct Ballot Report which is attached to the payroll voucher, record the Beginning Public and Protective count numbers found on the bottom left side of the Edge screen.
- ☐ 20. Press Zero Proof Report. A Zero Proof Report will show on the screen. Go through every page, checking to ensure that the ballot is for the correct precinct, all results are zero, the PUBLIC counter is zero, and the ballot matches the candidates and issues on the paper ballots in your precinct. When you get to the end of the ballot, press PRINT REPORT. When the printer is done printing, press DONE. This will take you back to the original screen, shown to the left.
- ☐ 21. Turn the power to the OFF position until Election morning, but leave it plugged in to give the back-up battery a full charge.



### CARD ACTIVATOR:

- ☐ 1. Remove the Card Activator, and power adaptor from the carrying case. Activator cards will be included in the Inspector Packet. If you do not have activator cards, check with your Troubleshooter or call the Hotline.
- ☐ 2. Check the tag on the Card Activator to ensure that it is the correct precinct. If it is not, call the Hotline.
- ☐ 3. Plug the power adaptor cord into the Card Activator, plug into a wall outlet, and turn the Power switch to the On position located on the left of the unit. The Card Activator goes through a series of short self tests, and the following message will appear in the screen:  
\*\*\*HAAT version 2.1.18\*\*\*
- ☐ 4. Turn the power OFF on the Card Activator until it is needed on Election Day, but leave it plugged into the wall outlet. This will allow the Card Activator to receive a full charge of its emergency back-up battery.

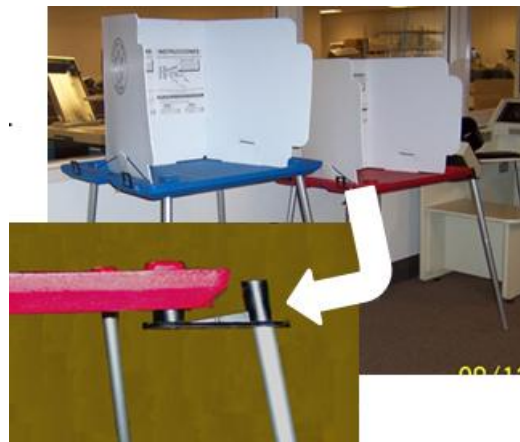


## BALLOTS & PRECINCT BALLOT REPORT TASKS:

- ☐ 1. Count the packages of official ballots received from the Inspector. They are shrink-wrapped in packages with the quantity on the label on the end. **DO NOT OPEN THE PACKAGES TO COUNT THE BALLOTS.** You may notice that the printer put labels on the ballots saying something like "1 of 12". We do not send all ballots to the polling place. Other packages are in a secured location in the warehouse or were used for early voting. Please ignore these labels and just count the number of packages that you have.
- ☐ 2. Check the top ballot in each package and verify the precinct name and number is correct. If you have any questions about your precinct name or number, it is printed on the Inspector packet. If the precinct name or number on any ballot does not match, please call the Hotline immediately!
- ☐ 3. Fill in the number of ballots on the Precinct Ballot Report, which will be attached to the Payroll Voucher. (see page 22 for a copy and directions for filling out the Precinct Ballot Report)
- ☐ 4. Place the ballots along with the green/yellow and black canvas bags back into the ballot tub of the Insight.
- ☐ 5. Check the security seal numbers and fill-out the rest of the information requested on the Precinct Ballot Report.
- ☐ 6. Help the other board workers with any unfinished tasks.

## BOOTH TASKS:

- ☐ 1. Setup all voting booths that have been delivered. Helpful hint: once you have inserted the metal pole leg in the bottom of the voting booth be sure twist the leg into place, this will help hold the leg in place.
- ☐ 2. Make sure that the red physically-accessible voting booth is setup using the black leg extenders in the front of the booth. The extender is inserted where the metal pole leg would otherwise be inserted in the bottom of the ballot booth and the metal pole leg is inserted at the other end of the extender.
- ☐ 3. Make sure you have the appropriate sign within each voting booth instructing voters as to how to mark the ballot.
- ☐ 4. Arrange the voting booths as part of the logical flow of voters within the polling place. If your polling place room cannot accommodate this setup, do the best you can to create a good flow for voters.
- ☐ 5. Help the other board workers with any unfinished tasks.









## SIGNATURE ROSTER AND PRECINCT REGISTER TASKS:

Signature Rosters and Precinct Registers are printed 45 days out from Election Day, but voter registration cut-off is 29 days out from Election Day. Therefore, lists of add-ons, deletions and early voters are how we remedy those last minute changes. These modifications are found in the Inspector Packet. Please do not put alpha tabs on the Signature Roster pages. We cannot scan the pages through the computer if you do this.

- ☐ 1. Add-on List – Place the YELLOW paper add-on list that is pre-punched with three holes in the back of the Signature Roster. Add one of the WHITE copies to the back of each of the green and pink Precinct Registers. The Register Numbers will begin with an "A" (A0001) for Add-on voters.
- ☐ 2. Deletions List – Cross through the names & addresses of the voters who appear on the deletion list in the Signature Roster AND pink and green Precinct Registers, staying to the left of the EV box. Please do not mark anything in the signature box, nor make any lines across the bar codes. When finished with the deletion list place the list back into the Inspector Packet.
- ☐ 3. Early Voters List- **A TECHNOLOGY CHANGE HAS BEEN MADE REGARDING EARLY VOTERS AND THE SIGNATURE ROSTER.** From now on, any voter that has requested an early ballot before the Signature Roster and Precinct Registers have gone to print will not only have an X marked in the box next to their name, they will also have the phrase "Please Issue a Provisional Ballot."

AGUAYO, MARY ELLEN 2031 N 37TH DR 85009	<input type="checkbox"/>	13		
WHT DEM 7/05/1980 7527200	EV 0013			47280
AGUILAR, ERIC 1408 N 35TH DR 85009	<input checked="" type="checkbox"/>	14	PLEASE ISSUE A PROVISIONAL BALLOT	
WHT DEM 10/05/2006 7527200	EV 0014			2884985
AGUILAR, MANUEL M 3204 W MONTE VISTA RD 85009	<input checked="" type="checkbox"/>	15	PLEASE ISSUE A PROVISIONAL BALLOT	
WHT DEM 4/09/1990 7527200	EV 0015			47294
AGUILAR, MARYTZA 2811 W CORONADO RD 85009	<input type="checkbox"/>	16		
WHT DEM 4/02/2000 7527200	EV 0016			1980898

All voters that requested an early ballot after the Signature Roster goes to print or vote early at one of our Early Voting sites will be on a list called the EV list. Using this list, find the voter's name in BOTH the Signature Roster and Pink Precinct Register, and **PLACE A FIRM "X"** in both the EV box next to the voter's name **AND ALSO IN THE SIGNATURE BLOCK**. If the voter's name does not appear in the front portion of the Signature Roster or Register, check the YELLOW add-on sheets. If you cannot find the voter on either list, add them to the bottom of the yellow add-on list and mark the EV box and signature block. NOTE: It is not necessary to mark EVs in the green Precinct Registers.

- ☐ 4. Put the Precinct Registers & the Signature Roster into the Red Provisional Ballot Box for the night. DO NOT SEAL THE RED OR BLUE BALLOT BOXES UNTIL ELECTION MORNING.

## SUPPLIES & INSIDE SIGNS TASKS:

- ☐ 1. Open all supply packages and check the contents against the ELECTIONS SUPPLIES INVENTORY LIST. If any items are missing, please call the Hotline or ask your Troubleshooter for the missing supplies.
- ☐ 2. Find the Precinct Identification Labels in the Inspector Packet –place them on the following items for easy identification:
- \_\_\_a) BLUE POLL LIST
  - \_\_\_b) CLEAR OFFICIAL ENVELOPE
  - \_\_\_c) LARGE YELLOW ENVELOPE MARKED "WRITE-IN BALLOTS"
  - \_\_\_d) LARGE WHITE ENVELOPE MARKED "MIS-READ BALLOTS"
  - \_\_\_e) PINK PROVISIONAL BALLOT SIGNATURE ROSTER
- ☐ 3. Post in a place where voters can easily read, the red & white WRITE-IN CANDIDATES SIGN found in the election supplies. Tape the LIST OF AUTHORIZED WRITE-IN CANDIDATES found in the Inspector Packet on the write-in candidates sign. If there are no write-in candidates, write "NO WRITE-INS" on the red & white poster.
- ☐ 4. Post in the polling place room, in a place where voters can easily read:
- \_\_\_a) 2 SAMPLE BALLOTS OF EACH BALLOT STYLE (found in the Inspector Packet)
  - \_\_\_b) 2 INSTRUCTIONS TO VOTERS AND ELECTIONS OFFICERS & RIGHT TO VOTE A PROVISIONAL BALLOT SIGN (found in the supplies).
  - \_\_\_c) 2 NO SMOKING SIGNS/TURN OFF YOUR CELL PHONE (found in the supplies)
  - \_\_\_d) 2 REQUIRED IDENTIFICATION AT THE POLLS SIGNS (found in the supplies).
- ☐ 5. Place all extra supplies back into the Red Provisional Ballot Box for the night. DO NOT SEAL THE RED AND BLUE BALLOT BOXES UNTIL ELECTION MORNING.
- ☐ 6. Check the pathway that will be used on Election Day for disabled voters. Ensure there is a clear pathway that is accessible. Please call the Hotline if a ramp or other item to assist with accessibility is needed.
- ☐ 7. Help the other board workers with any unfinished tasks.



# PRECINCT BALLOT REPORT

Attached to the payroll voucher, found in the Inspector's Packet, there is a Precinct Ballot Report. This report is one of the crucial items of information that allows Maricopa County to confirm that everything went correctly in the polling place and that the security of the Election was preserved. By filling out this form correctly, board workers confirm that election equipment was not tampered with before or after the election, and that the number of voters and ballot cast are the same. In order to have all of the necessary information, you will need to fill out information at the setup meeting, Election morning, and at the closing of the polls.

**Please fill out as follows at the Setup Meeting:**

- ☐ Check all Security Seals, placing a check as you confirm each one.
- ☐ Record the number of ballots received.
- ☐ Record the Edge Protective and Public Count Numbers.

PRECINCT BALLOT REPORT		TS# 3
<p>For more information on how to complete this form, consult the training manual</p> <p>-Upon completion, place this report in the front pocket of the "Signature Roster".</p> <p>~ Place a check mark (✓) in the boxes <input checked="" type="checkbox"/> below to indicate you have verified the Seal Numbers ~</p>		
<b>Opening of Polls</b> <b>PRECINCT: 1031 PIONEER VILLAGE</b>		
<b>Insight:</b> _____ <input type="checkbox"/> Memory Pack <b>DOOR</b> Seal # <b>IS007294</b>		
1) Number of Ballots Received (Per Count at Set-up Meeting) _____		
2) Number of Additional Ballots Received (write "none" if not applicable) _____		
<b>Edge:</b> Machine# <b>47762</b>		
<input type="checkbox"/> Polls Open/Close Switch <b>DOOR</b> Seal# <b>IS009575</b>	<input type="checkbox"/> Results Cartridge <b>DOOR</b> Seal# <b>IS009573</b>	
<input type="checkbox"/> Edge Printer _____	<input type="checkbox"/> Printer Cartridge <b>HINGE</b> Seal# <b>IS009576</b>	
<input type="checkbox"/> Edge Card Activator _____	<input type="checkbox"/> Card Activator <b>BAG</b> Seal# <b>IS11735</b>	
Beginning Protective Count# _____ Beginning Public Count# _____		
<b>Close of Polls</b> -Upon completion, place this report in the front pocket of the "Signature Roster"		
<b>Edge:</b> Ending Protective Count# _____ Ending Public Count# _____		
Edge Qualified Votes _____		
Edge Provisional Votes _____		
Edge Total Votes _____		
3) Printer Bag Seal# (seal placed on bag at close) _____		
4) Card Activator BAG Seal# (seal placed on bag at close) _____		
<b>Insight:</b>		
5) Number of Names from the Poll List _____		
6) Number of Names from Pink Provisional Ballot Signature Roster _____		
7) Number of Misread Ballots (from door #3 of Blue Insight tub) _____		
8) Number of Write-in Ballots (shown at the end of the Insight tape) _____		
9) Number of Spoiled Ballots (found in the clear Official Envelope) _____		
10) Number of Unused Ballots (unopened packets have total noted on outside label) _____		
11) Black Bag Seal# (seal placed on bag at close) _____		
12) Green Bag Seal# (seal placed on bag at close) _____		
13) Red Provisional Ballot Box    Seal#1 _____ Seal#2 _____		
14) Blue Early Voting Ballot Box    Seal#1 _____ Seal#2 _____		
15) Clear "Memory Pack/Results Cartridge" Bag Label Seal# _____		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>We, the members of the election board, certify to the truth and correctness of this Precinct Ballot Report, as shown above, and that each voter whose signature appears on the Official Signature Roster was provided a ballot to vote in this August 24, 2010 PRIMARY ELECTION.</p> </div> <div style="width: 35%;"> <p>Inspector _____</p> <p>Judge _____</p> <p>Judge _____</p> </div> </div>		



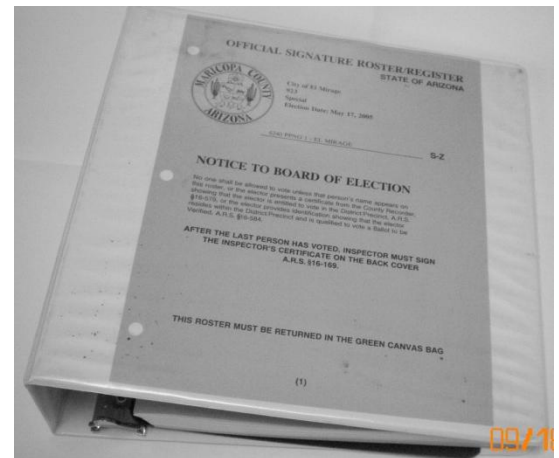
# ELECTION DAY

## GOOD MORNING!

State Law requires the board workers to be at the polling place by **5:30 a.m.** on Election Day.

## BEFORE THE POLLS OPEN:

- ☐ The Inspector administers the Oath of Office to all of the board workers which can be found at the front of the Signature Roster. Do not tear it out or otherwise remove it. After taking the oath, please sign underneath.
- ☐ Write your name on a board worker name badge and wear it all day.
- ☐ Sign the payroll voucher. Please verify your name, address and other information on the payroll voucher. Unless it says "On File" next to the SSN space, please confirm or write your correct social security number. The address on the payroll voucher is where we will be mailing your check, so please make sure it is correct!

A photograph of a "Maricopa County Elections Department PAYROLL VOUCHER ENVELOPE". The form has fields for "INSPECTOR", "PRECINCT", and "STARTED" (AM/PM). It includes instructions for board workers and a list of items to be placed in the envelope: "1. Completed Payroll Voucher" and "2. One copy of the Precinct Ballot Report".

## BOARDWORKER VACANCIES

If you have a vacancy on Election Day, please call your recruiter. Depending on how busy your polling place is expected to be, the Inspector may be asked to hire additional board workers out of line. Please be sure that the following process is followed:

- ☐ For the board worker that failed to work please write "NO SHOW" on the Payroll Voucher
- ☐ Be sure that the new board member is a registered voter by calling the Hotline or your recruiter to confirm BEFORE hiring her/him. It is a requirement that all board workers be registered voters in Maricopa County.
- ☐ Be sure that the new board member takes and signs the Oath of Office in the front of the Signature Roster.
- ☐ Have the new board worker add her/his name, address, social security number, phone number and signature to the payroll voucher.





# OPENING ELECTION DAY

## 1. Open the Insight:

- ☐ Plug in the Insight. A zero tape will print. All results on the tape must be zero. Do not tear off the tape!
- ☐ Make sure the back door of the Insight is locked using the Big key.
- ☐ Open doors #1 and #2 of the Insight ballot tub with the Little Key and remove the Official Ballots and the black and green/yellow canvas bags.
- ☐ The Insight's ballot tub (doors #1, 2 and 3) should be carefully examined by the Board to make certain each compartment is empty.
- ☐ Close and lock doors #1 and #2 with the Little key. These doors will not be opened again for any reason until after the close of the polling place.
- ☐ Ensure that door #3 and the slot in the door is closed and locked. Door #3 must remain closed unless there is an emergency, such as:
  - A Misread/Defective Ballot (NOT spoiled)
  - There is a power failure
  - Insight not working
- ☐ As soon as the emergency is resolved, door #3 should be again closed and the door locked. Any ballots that are put in door #3



during the emergency should remain there until the closing of the polls.

## 2. Open the Edge Equipment

- ☐ Turn the power on the Edge as instructed on pg.17.
- ☐ Peel off the tamper-evident security label seal on the cover marked Polls Open/Closed and stick it on the back side of the sheet inside of the seal bag.



Place Edge Open/Close Security Label Seal (Election Morning) here:
Place Edge Open/Close Security Label Seal (Closing) here:
Place Edge Results Cartridge Security Label Seal (Closing) here:
Place Insight Memory Pack Security Label Seal (Closing) here:

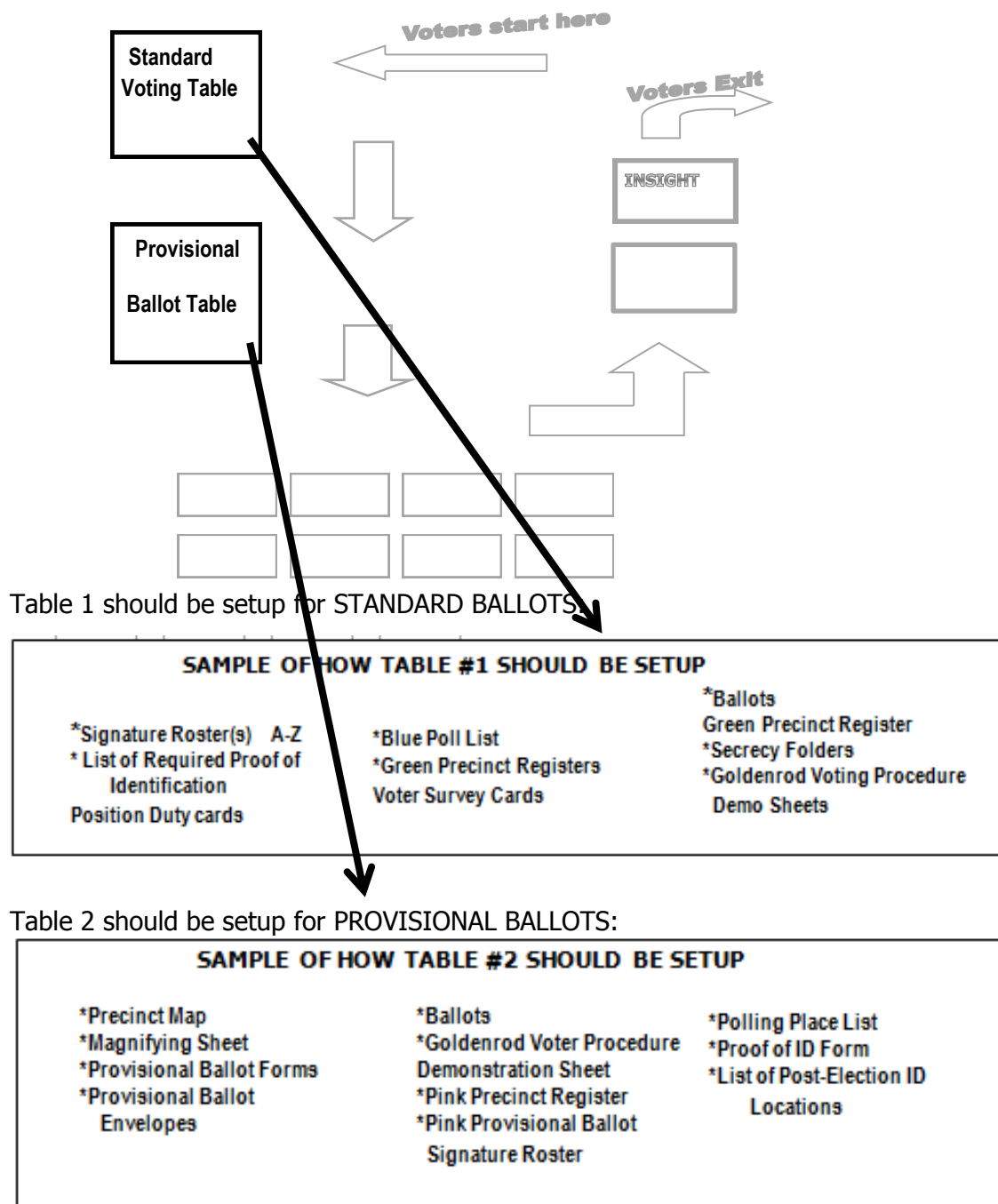
- ☐ Raise the switch cover and turn switch to the Open position. An Official Zero Proof Report will show on the screen. Check to ensure the ballot is for the correct precinct, the PUBLIC counter reads zero, and all of the results are zero.
- ☐ When it gets to the end of the ballot, press PRINT REPORT.
- ☐ Note: If the Official Zero Proof Report does not print, be sure that the printer and power cables are secure. If it still does not print, call the Hotline at 602-506-2010.
- ☐ When the zero tape is finished printing, press DONE, and the printer paper will then advance to a blank page.
- ☐ Close the Polls Open/Closed switch cover and secure it with the sticker seal found under the cover.
- ☐ The screen at right is displayed:

**The Edge is now open and ready for voters with disabilities.**



### 3. Provisional & Early Ballot Boxes & Supplies Setup

- ☐ Open the RED provisional ballot box and remove all of the items inside.
- ☐ Make sure the ballot boxes are empty. Close and seal the BLUE Early ballot box and the RED Provisional ballot box with a zip-tie seal on each side of the box (use 2 seals for each box). (THE BALLOT BOXES WILL REMAIN SEALED FOR THE REST OF THE ELECTION.)



- ☐ Place one UNCAPPED special black ballot marking pen in each voting booth.

## 4. Post all Required Outside Signage

- ☐ The Marshal places the three 75-FOOT LIMIT signs in 3 different directions 75 feet from the MAIN ENTRANCE to the polling place. Petition circulators, campaign workers, candidates, the news media, and any other person who is not voting must remain outside the 75-foot zone while the polls are open.
- ☐ Place the BIG YELLOW SANDWICH BOARD SIGN so that it can be easily seen from the street and arrows signs to ensure easy identification of and access to the polling place. Pay special attention if there is more than one entrance into the facility where the polling place is located. Place the BIG ORANGE SANDWICH BOARD SIGN that notifies voters about the availability of voter assistance and identification requirements at the entrance of the facility. As the day goes on, if a line develops at your polling place, this sign should be moved further out towards the end of the line.



- ☐ Ensure that there is enough physically accessible parking. If board workers parked in these spaces, arrange for them to be re-parked in a space nearby to free up the space. If need be, place signage in regular parking spaces, designating them physically accessible parking for the day. Place all physically accessible parking signs near curb cuts so that voters with disabilities have easy access to the curb cuts.
- ☐ Clearly mark the path from the handicapped parking to the accessible entrance to the polling place (if a separate entrance) and on into the room in which the Poll is located.

## 5. The Marshal announces the opening of the polls at 6:00 A.M.

---

### VOTING BOOTHS

- ☐ Periodically throughout the day, check the voting booths to make sure that no electioneering material or trash has been left behind by voters.
- ☐ Remove all pens and pencils other than black ballot marking pens.



---

### ELECTIONEERING AND OFFICIAL OBSERVERS

ARS 16-515 requires anyone who is not voting, or assisting another in the act of voting, to remain outside the 75-foot zone. However, official political party observers that have letters with original signed county party chair signature may enter the polling place to observe voting activities. They may also collect the yellow or pink copies of the poll list, but only if a page on the poll list is filled completely (has the full 50 names). Additionally, there are occasionally observers that come from the Department of Justice and/or other official government bodies that are allowed to observe voting activities. These individuals will have an official badge issued from Maricopa County. If ever you have any questions about whether someone can legally remain within the 75-foot zone, please call the Hotline immediately.

# IDENTIFICATION AT THE POLLS

---

## So, WHO can vote?

The Help America Vote Act is clear - every individual has the right to vote and no one should be turned away. However, there are limitations on whether that vote will be counted. In Arizona, only registered voters in the correct precinct that have proven their identity will have their vote counted. Therefore, it is very important that while everyone is offered the opportunity to vote, if all criteria are not met, the voter votes a Provisional Ballot. As mandated by A.R.S. § 16-579 (A), every voter is required to show proof of identity before their ballot at the polling place is counted. There are two parts to identification: 1. what is acceptable identification; 2. whether the identification matches the signature roster determines how the voter will vote.

### Step #1

#### Determine acceptable identification.

#### Identification requirements are as follows:

##### **LIST #1 Photo identification with name and address – ONE (1) REQUIRED**

The following are acceptable forms of identification if it has the voter's photograph, name, and address:

- Valid Arizona driver's license (the temporary receipt issued by MVD can be accepted)
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Other valid United States federal, state, or local government issued identification (this does not include out of state driver's license or id's)

##### **LIST #2 Non-photo identification (name & address only) – TWO (2) REQUIRED**

The following are acceptable forms of identification without a photograph that bear the voter's name and address:

- Utility bill dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television.
- Bank or credit union statement dated within 90 days of the date of the election
- Valid Arizona Vehicle Registration
- Vehicle insurance card
- Indian census card
- Property tax statement of the voter's residence
- Tribal enrollment card or other form of tribal identification
- Recorder's Certificate or Voter Registration Card
- Valid United States federal, state, or local government issued identification
- Any "Official Election Material" mailing bearing the voter's name and address

##### **LIST #3 Mix and Match from List #1 and #2**

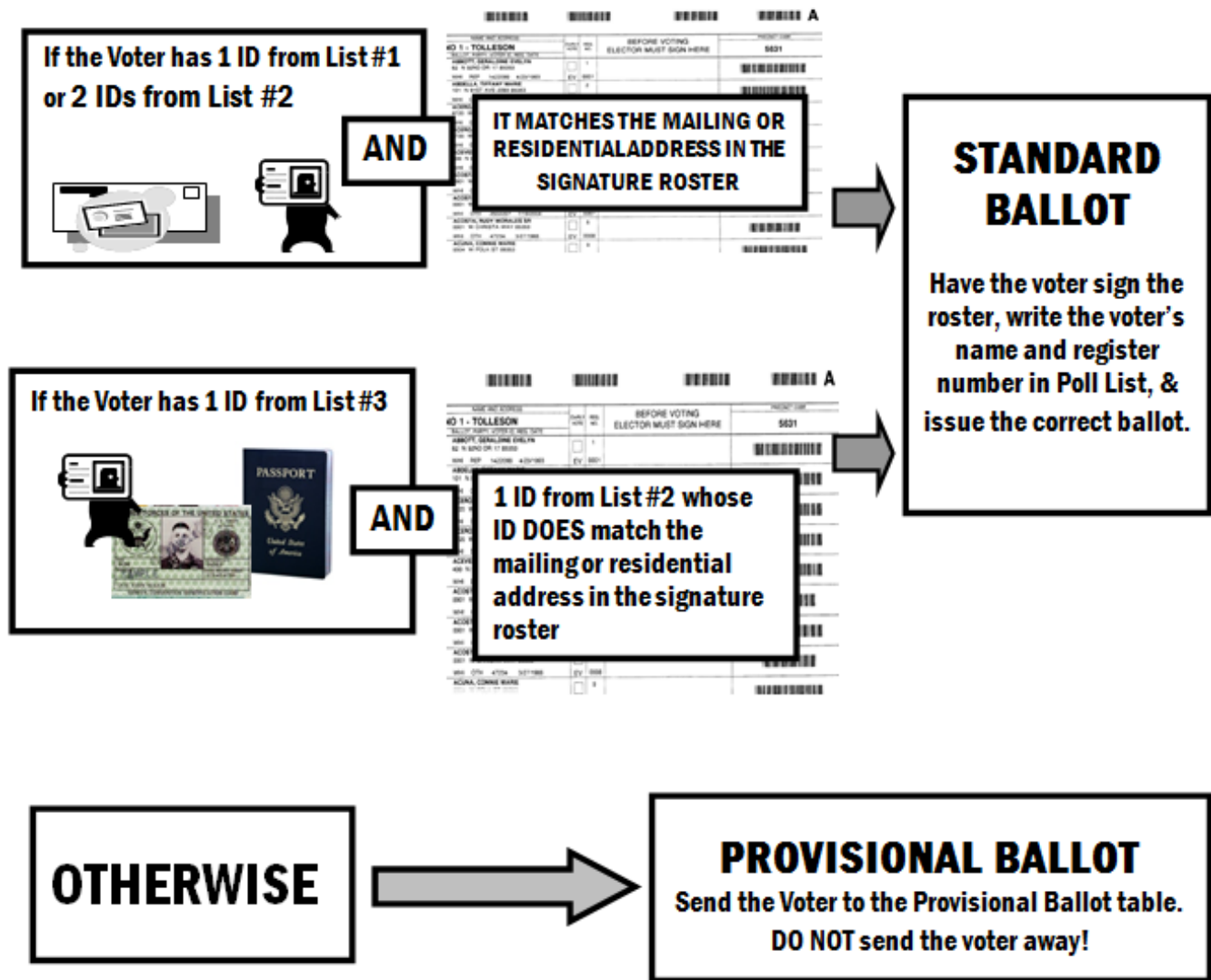
- Any valid picture identification from List #1 with an address that does NOT match the Precinct Register WITH a non-photo ID from List #2; or
- U.S. Passport WITH a non-photo ID from List #2; or
- U.S. Military Identification WITH a non-photo ID from List #2

\*\*\*An identification is "valid" unless it can be determined on its face that it has expired.

## Step #2

Examine the Identification to determine the correct ballot procedure:

### AT SIGNATURE ROSTER:





# AT THE PROVISIONAL BALLOT TABLE:

If the Voter has **1 ID from List #1** or  
**2 IDs from List #2** or  
**A Passport/Military ID and 1 ID from List #2**

**(REGARDLESS OF ADDRESS!)**



01

two forms from List #2  
dos formas de la Lista # 2?

YES / SI NO (circle one)

4

LA BOLETA BALLOT STRIPE COLOR / COLOR DE LA LINEA EN LA BOLETA

OR LAST 4 DIGITS OF SOCIAL SECURITY#  
O LAS ÚLTIMAS 4 CIFRAS DEL NUMERO DE SEGURO SOCIAL

LAST NAME / APELLIDO JR / SR / III

SCOLAR

EFONO

ZONA

**CIRCLE "YES" ON PROVISIONAL FORM; THE VOTER DOES NOT NEED TO COME BACK**

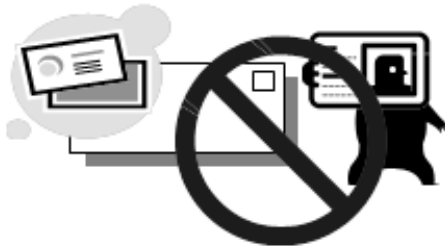
**OR**

If the Voter has **NOTHING** from List #1  
or

**Only 1 item or NOTHING** from List #2

or

**Only a Passport or Military ID**



01

two forms from List #2  
dos formas de la Lista # 2?

YES / SI NO (circle one)

4

LA BOLETA BALLOT STRIPE COLOR / COLOR DE LA LINEA EN LA BOLETA

OR LAST 4 DIGITS OF SOCIAL SECURITY#  
O LAS ÚLTIMAS 4 CIFRAS DEL NUMERO DE SEGURO SOCIAL

LAST NAME / APELLIDO JR / SR / III

AD - 29 DÍAS ANTES DE LA ELECCIÓN DE CIUDAD, PUEBLO O ESCOLAR

DATE OF BIRTH / FECHA DE NACIMIENTO TELEPHONE / TELÉFONO

REP

**CIRCLE "NO" ON PROVISIONAL FORM; THE VOTER MUST COME BACK WITHIN 3 DAYS TO SHOW IDENTIFICATION**

# STANDARD VOTING PROCEDURE

NAME AND ADDRESS		PRECINCT
PPNO 1 - TOLLESON		563
BALLOT PARRY VOTER ID REG. DATE		
ABBOTT, GERALDINE EVELYN	1	
62 N 90TH DR 17 85353	EV	0001
WHI REP 1422098 4/23/1993	2	
ABDELLA, TIFFANY MARIE	EV	0002
101 N 91ST AVE 2093 85353	3	
WHI OTH 2866112 9/17/2004	EV	0003
ACERO, JOE ALBERT	4	
8720 W CORKY O'BRIEN DR 85353	EV	0004
WHI DEM 1323851 9/30/1992	5	
ACOSTA, LUPE V	EV	0005
8901 W CHRISTA WAY 85353	6	
WHI OTH 47231 9/15/1990	EV	0006
ACOSTA, RAMONCITA	7	
8901 W CHRISTA WAY 85353	EV	0007
WHI OTH 2502207 7/19/2004	8	
ACOSTA, RUDY MORALES SR	EV	0008
8901 W CHRISTA WAY 85353	9	
WHI OTH 47234 9/27/1988	EV	0009
ACUNA, CONNIE MARIE	10	
8504 W POLK ST 85353	EV	0010
WHI DEM 2031932 9/5/2000		
ACUNA, ESPERANZA		
8504 W POLK ST 85353		
WHI DEM 2073855 10/6/2000		

Follow these procedures for issuing a standard ballot. If at anytime one of the requirements cannot be met, refer voter to the Provisional Ballot Table.

## Signature Roster Clerk

- Start at the standard voting table.
- Voter shows the required proof of identity (page 27) and states his or her name.
- If the identification matches the Signature Roster and the EV box is not marked; verify that the voter still lives at the same address.
- Tell the Poll List Clerk and board worker issuing ballots the voter's register number.
- Only after these first steps have been completed, ask the voter to sign in the signature block.

## Poll List Clerk

- Locate the voter's name in the green Precinct Register.
- Write the voter's name and Register Number on the next available line of the Poll List. The Register Number for Add-ons is preceded with the letter "A".

## Board Worker Issuing the Ballots

- Look up the voter by Register Number in the Precinct Register to determine the correct ballot stripe, by looking at the right hand column.
- Select the proper ballot, give it to the voter and also offer the voter a secrecy folder.
- Using a goldenrod demonstration ballot, show the voter how to properly mark the ballot using a single line to connect the head and the tail of the arrow; explain that a special black ballot marking pen must be used and that a single line is sufficient to connect the arrow.
- Explains how to do a write-in, if applicable, by writing in the candidate's name AND connecting the head and tail of the arrow next to the name written in.
- Remind the voter to vote BOTH sides of the ballot, if applicable.
- Explain that a mis-marked ballots must be spoiled and a replacement ballot will be issued. LIMIT 3.
- Explain how the ballot is inserted into the Insight by the Voter.

LER ST	OTH	11/20/200
ILORIA SR	GOL	
RT LN	DEM	4/21/1991
OSE	GOL	
RT LN	DEM	2/3/2002
ONWOOD ST	PUR	
5 JR	DEM	4/20/1991
ONWOOD ST	PUR	
	DEM	

## Voter

- Enter a voting booth and mark the ballot with the black ballot marking pen.
- Insert the ballot into the Insight. The ballot can be inserted in the Insight in any direction except sideways - upside down, backwards, frontwards, it doesn't matter.
- Gives the secrecy folder, if used, to the board worker. The board worker gives the voter an "I voted" sticker and offers a pink voter survey card (found in supplies).



## NO POWER OF ATTORNEY FOR VOTING

Even if a person has been granted power of attorney, he/she cannot vote on behalf of another person.

# ISSUES CONCERNING BALLOTS

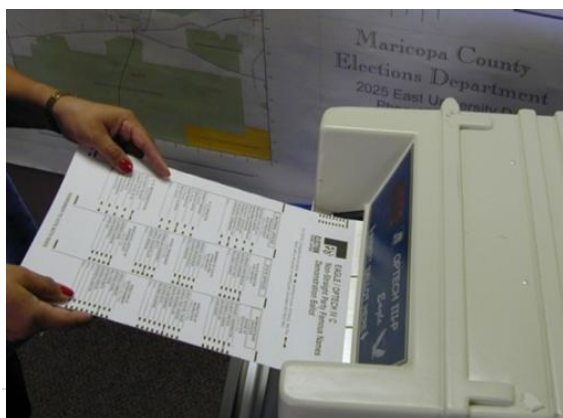
Do not insert the ballot into the Insight for the voter unless the voter asks for your assistance. The board worker should stand to the back of the Insight and make no attempt to look at ballots as they are inserted.

**REMEMBER: THE BALLOT IS SECRET.**

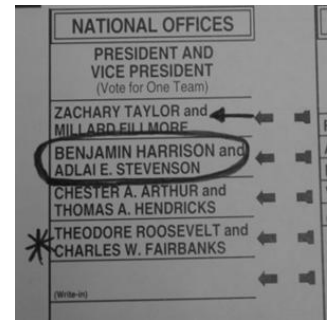
## OVERVOTED BALLOT

If a voter has voted for more candidates than are to be elected to an office, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. Do not remove the ballot and look at it. Please read the message on the tape. The message "OVERVOTED BALLOT" and the office or issue that was over voted will print on the tape in red ink. The board worker managing the Insight should read the message to the voter (while leaving the ballot in the Insight), allowing the voter to do one of the following:

1. The ballot can be spoiled. If the voter wants to spoil the ballot, the voter should firmly grasp both sides of the ballot, pull it from the Insight, and mark the word "spoiled" on it. A replacement ballot should then be issued to the voter, using the procedure on page 31.
2. The Overvote can be overridden. If the voter does not wish to spoil his/her ballot, the ballot can be accepted by the Insight by pressing the "3" key at the back of the machine



(be sure to leave the ballot in the Insight when pressing the #3 key). If the voter makes this choice, everything on the ballot will be counted except the office or issue that was overvoted. Never press the 3 key to override and accept a voter's ballot without the voter's permission.



## UNDER-VOTED BALLOT

A voter does not have to vote for each and every candidate or issue on the ballot. This is called under-voting. The Insight does not reject a ballot because of an under-vote.

## UNVOTED BLANK BALLOT

If a voter inserts an "unvoted" blank ballot in the Insight, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. Do not remove the ballot and look at it. Please read the message on the tape to the voter, (while leaving the ballot in the Insight) allowing the voter to do one of the following:

1. If the ballot was mis-marked the voter can vote that ballot. The board worker should again demonstrate the correct way to mark the ballot and the voter should return to a booth and mark the ballot correctly.
2. The blank ballot can be overridden. At the request of the voter, the board worker can press the 3 key while the ballot is still in the Insight and the Insight will accept the ballot, but nothing will be counted. Never press the 3 key to override and accept a voter's ballot without the voter's permission.

## MISREAD/DEFECTIVE BALLOTS

If a ballot is misread, meaning that for some reason the Insight is not able to process the ballot, the Insight will return the ballot to the voter. The message "DEFECTIVE BALLOT" will print on the tape. If you are in a co-located precinct, check to see if the voter obtained their ballot from the other precinct, and if so, direct them to that precinct's Insight. Otherwise, if this occurs, the ballot should be spoiled and a replacement ballot issued. If the voter will not vote a replacement ballot, using the Little Key, unlock door #3 and have the voter place the misread ballot in this bin of the Insight tub. The Insight will not accept a misread ballot, so attempting to use the 3 key will not work. Be sure to inform the voter that misread ballots that are placed in door #3 will be tabulated at election central AND WILL BE COUNTED.

## SPOILED BALLOTS

If a voter makes a mistake on the ballot, it may be exchanged for another. The word "SPOILED" is written on the spoiled ballot and it is immediately placed in the Clear Plastic Official Envelope. The board worker then looks up the voter's name in the Precinct register to select the proper ballot and issues it to the voter. Additionally, if the voter is registered

OTH, the voter must be issued the same ballot as the spoiled ballot.

## EARLY BALLOT PROCEDURE

Voted Early Ballots can be dropped off at any polling place on Election Day. Voters with Early Ballots may step to the front of the line to deposit the ballot sealed in its early ballot envelope into the Blue Early Ballot Box.

If the voter has her/his early ballot, but does not have an Early Ballot envelope, give the voter a blue Early Ballot envelope. Please be sure that the voter not only signs the envelope, but also fills out all of the required information listed on the back of the envelope. If the identity of the voter cannot be confirmed by Elections Department staff, the vote cannot be counted.

If a voter has his/her Early Ballot, but has changed his/her mind on a vote or otherwise has spoiled the ballot, he/she needs to write "SPOILED" across the ballot that was brought with her/him (which is then placed in the Clear Official Envelope) and must vote a Provisional Ballot and provide the required proof of identification. As always, Provisional Ballots will only be counted if the voter is in their correct precinct!



# PROVISIONAL VOTING PROCEDURE

There are the six reasons why someone may be required to vote a provisional ballot:

- The voter does not have the required identification.
- The voter's name does not appear in the Signature Roster.
- The voter has moved.
- The voter requested an Early Ballot.
- The voter has changed their name.
- The voter is challenged at the polling place.

Once it has been determined that the voter needs to vote a Provisional Ballot, follow this procedure:

1. Verify the voter's address on the map. In order for the ballot to be counted, the voter must live in the precinct at which they vote. If the voter does not live within the precinct, carefully determine in what precinct he/she lives and look up the address for that polling place using the list provided. If there is a problem identifying where the voter should vote, direct her/him to the voter assistance line at 602-506-1511. Please do not call the Hotline for this issue.

2. Ask the voter for the required proof of identity, as listed on page 27. If the voter has one item from List #1, 2 items from List #2, or one item from List #3 and one item from List #2, CIRCLE "YES" at the top of the pink provisional ballot form.

Circle "NO" ONLY IF: the voter has no identification at all OR if the voter has only one item from List # 2 or only a military identification or passport. Only in these cases does the board worker circle "NO" at the top of the provisional ballot form. If the answer is NO, the voter may still vote a provisional ballot, but instruct the voter that he/she must provide identification within 5 days after the election in order for his/her vote to count and give him/her the list of locations where he/she may go to have identification verified.

3. Detach the pink Provisional Ballot Receipt, provide it to the voter, and then completely fill out the provisional ballot form.

4. Write the four digit precinct number on Line #1 of the provisional ballot form.

5. One BOARD WORKER and the VOTER must sign the form in order for the ballot to be counted.

**PROVISIONAL BALLOT / BOLETA PROVISIONAL** AFF# 8-1000001

1. Precinct Number (Line 1)

2. Leave Blank (Line 2)

3. Leave Blank (Line 3)

4. Edge "A" Number (Line 4)

5. Circle "YES" or "NO" (Line 5)

**Current Information**

**Former Information**

**FOR OFFICE USE ONLY**

**Board worker signs**

**VOTER MUST SIGN!**



## Provisional Ballot Process (continued...)

- 1) Write the voter's name in the PINK Provisional Signature Roster and number it (i.e. P1, P2..). If you circled "NO" on the pink cover page of the Provisional Ballot form, check the box next to the printed name.
- 2) Have the voter sign her/his name in the signature block next to her/his name in the Pink Provisional Signature Roster.
- 3) Attach the form to the outside of the Provisional Ballot envelope. Give the envelope to the voter.
- 4) To determine the correct ballot, refer to the Pink Precinct Register, looking at the right hand column. If the voter's name is not in the Register and your precinct has different striped ballots, (i.e. purple, green or gold strips) refer to the split map, determine where the voter lives and the correct color striped ballot that should be given to the voter.
- 5) Fold the ballot in half and give it to the voter. Secrecy folders should be made available to those voters that prefer to use them.
- 6) The voter proceeds to a Voting Booth and marks her/his ballot with the black ballot marking pen.
- 7) The voter places the folded voted ballot in the PROVISIONAL BALLOT ENVELOPE, closes and seals the envelope, and then drops it into the Ballot Box with a Red Lid.

**DO NOT ALLOW PROVISIONAL  
BALLOTS TO GO INTO THE INSIGHT!**



## Individuals with Protected Addresses

---

Certain individuals, including Peace Officers, Judges, Prosecutors, Public Defenders and individuals with an order of protection or injunction against harassment, may petition the court stating they are afraid for their safety. If the court agrees, it will order certain public documents that include the person's name and address including her/his voter registration. Therefore, these voters will not show up in any Signature Roster and if they go to the polls, will be required to vote a Provisional Ballot. **THESE VOTERS ARE STILL REQUIRED TO SHOW IDENTIFICATION.** However, when filling out the Provisional form, instead of writing the individual's address, write the words "ADDRESS PROTECTED". Elections staff have a particular procedure for confirming the identity and address for these individuals.

# If The Voter Returns to the Polling Place with I.D.

If the voter returns to the polling place with required ID after voting a Provisional Ballot:

- ☐ Does the voter have required ID from List #1 List #2 or List #3 as shown on Page 27 of this manual? (Remember, at this point, it doesn't matter if the address matches anything, it's just important if they have the document(s)).
- ☐ If the answer is yes, please fill out a pink "Proof of Identification" form, sign it and have the voter sign it and deposit it in the Red Provisional Ballot Box.  
**DO NOT OPEN THE RED PROVISIONAL BALLOT BOX FOR ANY REASON.**
- ☐ THE VOTER MUST SHOW UP IN PERSON WITH THEIR IDENTIFICATION.



## PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDS FROM LIST #2

PRECINCT/CPC NUMBER: \_\_\_\_\_

\_\_\_\_\_  
FIRST NAME/PRIME NOMBRE

\_\_\_\_\_  
MIDDLE NAME/SEGUNDA NOMBRE

\_\_\_\_\_  
LAST NAME/APELLIDO NOMBRE

\_\_\_\_\_  
CURRENT RESIDENCE ADDRESS/RESIDENCIA ACTUAL

\_\_\_\_\_  
CITY/CIUDAD

\_\_\_\_\_  
ZIP/ZONA

\_\_\_\_\_  
TELEPHONE/TELEFONO

\_\_\_\_\_  
VOTER'S SIGNATURE/FIRMA DEL VOTANTE

\_\_\_\_\_  
BOARD WORKER SIGNATURE/FIRMA OFICIAL DE ELECCIONES

**PLEASE DEPOSIT THIS IN THE RED PROVISIONAL BALLOT BOX.**  
**POR FAVOR DEPOSITE ESTO EN LA URNA ROJA PARA BOLETAS PROVISIONALES.**

9/05 ID PROOF AT POLLS

# Allowing Voters with a Disability to Vote Independently

If a voter indicates that he/she has a disability and would like to use the Edge, the voter follows the same procedures as any other voter, including those concerning identification and provisional ballots. The only difference is that instead of receiving a paper ballot, the voter is given a card that activates the Edge.

## ACTIVATING A VOTER CARD

To activate a voter card for the Edge, please follow all of the following 8 steps.

**Important:** Do not activate voter cards in advance.

1. Turn on Card Activator. Wait for it go through its warm up programming. When it is ready, it will read: **\*\*\*HAAT version 2.1.18\*\*\***
2. Insert the voter card—arrow facing down and towards you—into the Card Activator slot.
3. Tell the activator how the voter is voting:

To activate a card for a:	...press these keys:
Standard Ballot	ACTIVATE CARD
Provisional Ballot	MENU, and 1
Audio Ballot	MENU, and 2
Audio AND Provisional Ballot	MENU, and 3

4. Enter the voter's 7 digit activation code. This number will be noted in the far right hand column of the Precinct Register. If the voter is not in the Register, enter the activation code using the following:
  - **the number "7"**
  - **the four digit precinct code;**
  - **and the ballot split number, or if none, the numbers 00.**

5. Press the green **Yes/Enter** button.

6. The message Activating card will appear. When activated, screen will read "Card Activated. Please Remove." If the voter is voting a provisional ballot, a code will display that begins with the letter "A". Record this "A-number" on line 4 of the provisional ballot form. If the board worker fails to record this number on line 4 of the provisional ballot form, the voter's vote will not be counted!
7. Hand the voter card to the voter and direct the voter to the Edge voting machine.
8. When the voter is finished voting, turn off the Card Activator until it is needed again.



## HOW TO CHECK THE STATUS OF A CARD

1. Insert the card to be checked and Press Card Status.
2. Press the green Yes/Enter button.
3. The card activator will say the card is "not voted" or "used" along with time.
4. If a Provisional Ballot, it will also give you the Provisional Ballot ID Number.

# Voting Using the Edge

**Note:** Check the power on the Edge throughout the day. If there is a yellow or red stripe at the bottom of the screen, it is in battery mode, which will only provide up to 4 hours power before completely failing. If in battery mode, check the plug, surge protector, and outlet to ensure everything is installed properly.

After the voter receives an activated voter card from the board worker, THE VOTER follows the steps below to process a vote. The following screen is displayed:



Insert the voter card into the yellow activation slot at the front of the Edge. The Edge activates for the voter.



## LANGUAGE SELECTION

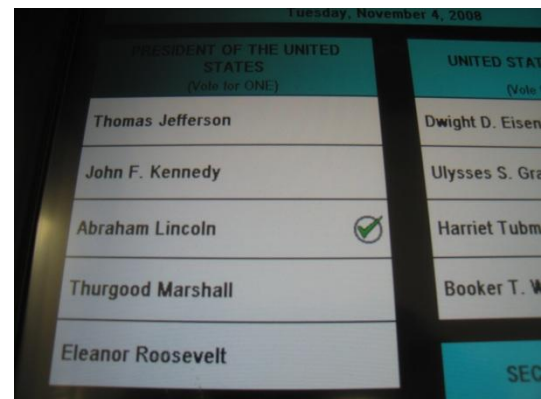
The ballot language options are displayed on the screen. The voter makes a selection by touching the button containing the language of choice.



To change the language after the initial selection, the voter simply touches the Back arrow to the Language Option screen and selects the desired language. Any ballot choices that have already been made will not change, only the ballot language.

## BEGIN VOTING.

The voter makes a selection by touching anywhere in the box that contains the name or response desired. A green check mark will appear in the circle and all remaining circles will disappear when the contest has been fully voted. This prevents an over-vote from occurring. The voter repeats this process until desired selections are made for each contest (please remember, a voter does not have to vote for every race/issue).

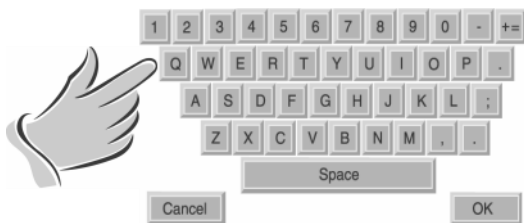


## CHANGING A SELECTION

To make a change, the voter simply touches the check mark again. All circles will again be displayed and a different selection can be made. The voter can also touch any candidate or contest on the review screen to go back to the exact page of that contest and make a different selection.

## CASTING A WRITE-IN VOTE

To enter a write-in candidate's name, the voter touches the Write-in choice. A keyboard will be displayed on the screen. The voter types the desired name of the Write-in by touching the buttons on the displayed keyboard. Editing keys are available for making changes or correcting the spelling. A visual display of what has been typed is shown at all times. When finished, the voter touches the OK button. The ballot is automatically displayed with the Write-in name in the ballot contest.



To change the Write-in name, the voter touches the check mark, which will again call up the write-in keyboard, where the name can be edited.

To cancel the Write-In, the voter touches the check mark. The keyboard is displayed with the write-in name that was entered. He/she touches Cancel Selection. The white box is reset to blank. He/she touches OK. The voter is returned to the ballot. All squares will again be displayed and a different selection can be made.

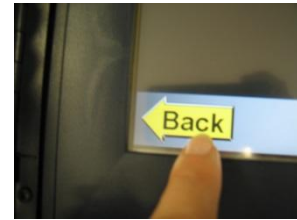
## BALLOT NAVIGATION

The large, bright yellow navigational tools are located prominently in the lower corners making them easy to locate and read.

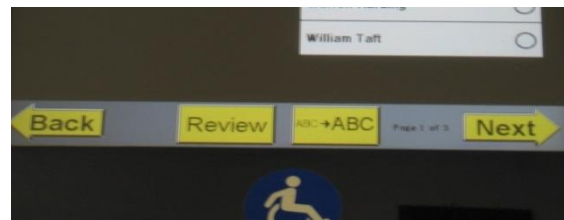
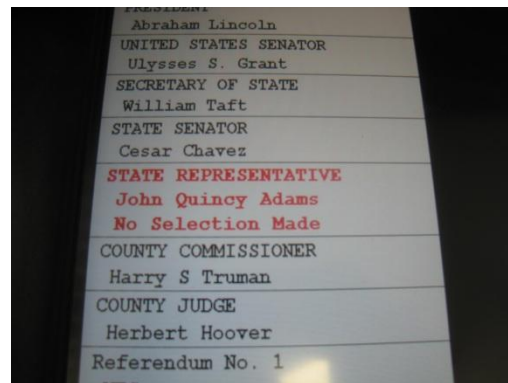
The voter uses the Next button to move forward



or Back to move backward through the ballot.

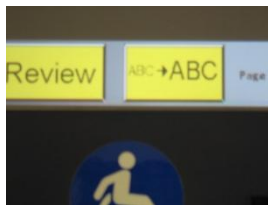


After touching the Next button on the last page of the ballot, the review screen is automatically displayed. It will list by contest, only the candidate(s) or choices the voter made.





## USING LARGE PRINT



If the voter wishes to see a larger print of the ballot, the voter would push the ABC button that looks like the one to the left. Only portions of the ballot can

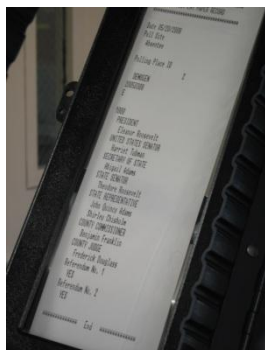
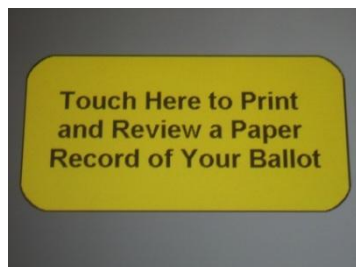
be viewed at a time in this mode, so the voter will need to scroll up and down, left and right using the arrows on the edge of the screen. If the voter wishes to return to the normal print mode, the voter just touches the ABC button again.

## REVIEW YOUR BALLOT

All choices are displayed in a condensed manner for the voter's review. Contests that have not been fully voted are displayed in a bold highlight. To make a change, the voter touches the desired contest to automatically display the appropriate page of the ballot. A different selection can be made as outlined above in the Changing a Selection.

If satisfied with the choices as outlined on the review screen(s), the voter touches the Next button. The screen displays the following message:

If the voter wishes to proceed, he/she touches "Touch Here to Print and Review a Paper Record of your Ballot."



A paper representation of the voter's selections prints on the printer.

**Note:** The voter cannot be identified or in any way tied to this ballot. It is retained in the printer cartridge much like a ballot in the blue ballot tub for the Insight. These records are examined only in the case of an audit or recount.

A message will then display asking the voter to review the paper record of her/his ballot. If the voter is satisfied with her/his selections, the voter touches CAST BALLOT. If the voter wishes to change a selection, the voter touches MAKE CHANGES.



If the voter touches Make Changes, VOIDED is

printed on the printout and the Review screen is again displayed. If the voter touches CAST BALLOT and the following Screen will appear:

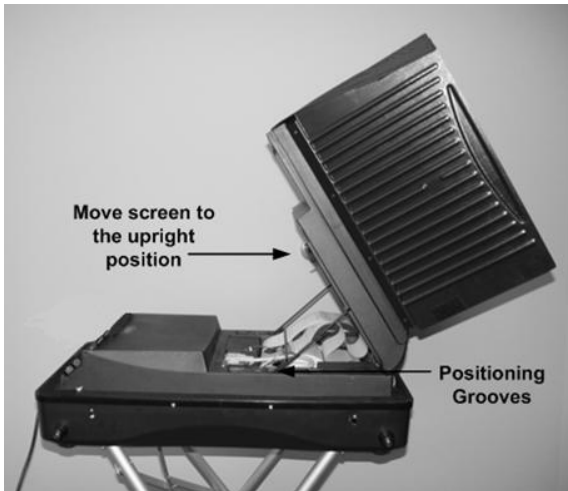


The printout then prints Accepted, and the paper advances to a blank page.

The vote is recorded and the voter card pops out of the Edge's activation slot.

The voter removes the voter card from the activation slot at the front of the Edge, and hands the card to the board worker guarding the Insight and Edge, who will give the voter an "I Voted" sticker.

# Making the Edge Even More Accessible



If a voter wishes, the Edge Voting Screen can be adjusted to make it easier to see when sitting. Use the black LCD positioning bar to reposition the screen of the Edge forward.




Lock the positioning bar into the first available groove. The screen will be in the full, upright position, thereby making it easily accessible to the voter.

After the voter has completed voting, simply return the screen back to its original position.



## Assisting the Audio Voter





When assisting the Voter using the Audio equipment, follow the following procedure:

- ☐ Make sure that the voting card to be used with the Edge has audio voting enabled (This means that you pressed MENU 2 or MENU 3 when activating the card). Offer to assist the voter to the voting machine, offering your arm for guidance if the audio voter is visually impaired. Tell the voter that you are handing her/him the audio voting headphones and keypad that he/she will use for audio voting. If the voter is unable to hold the keypad, tell the voter that you can use the Velcro strap to attach it to the  wheelchair or any assisting-device they may be using.
- ☐ Make sure that  the round red Select button is positioned to the voter's right, whether the voter is right- or left-handed.
- ☐ Tell the voter that you are going to provide a brief overview of the voting process, and explain that there are help instructions that can be listened to as often as required.
- ☐ Explain to the voter that there are four raised buttons on the keypad, each with its own shape.
- ☐ As you describe each of the four buttons and their functions, ask the voter to locate and feel their shapes. For details about each button, refer to page 41.
- ☐ Explain the volume slide lever and how to adjust volume from low to high.
- ☐ Tell them that information about these buttons is contained in the introductory Help at the beginning of the audio.
- ☐ Additionally, explain that there are four types of Help and that each of these is based on where the voter is in the audio ballot.
- ☐ To access Help, the voter presses the  square blue Help button at any time.

- ☐ If the voter does not press any buttons on the audio keypad for 30 seconds, audio Help automatically begins. To exit audio help, press the round red Select button.
- ☐ Explain to the voter that for contests containing write-ins, they must repeat pressing the green up-arrow (each press of the button will recite a candidate in the contest) until they hear Entering the Write-In keyboard. The voter can then spell out the desired write-in candidate.
- ☐ Once the voter understands the voting process and is ready to begin, ask the voter if they would like assistance inserting the voter card into the voting unit. Tell the voter that once the card has been inserted, the system will immediately begin audio instructions.

## Components of Audio Unit Keypad

The audio unit keypad consists of the following four buttons:

	<b>Press Select to</b>
	Exit introductory help and begin voting
	Select contest
	Select or deselect a candidate for each contest
	Review selections
	Exit contests
	<b>Press Next to</b>
	Move forward through the list of candidates. If you continue to press Next, you will eventually come back to the first choice
	Access Review Selections option for a contest
	Access Exit Contest to skip a contest
	Access Exit Contest at the end of an audio ballot to review ballot
	<b>Press Back to</b>
	Move backward through the list of candidates for each contest
	Move backward through the contests of the ballot
	<b>Press Help to listen to</b>
	Introduction help
	General help
	Candidate Select/Deselect Help
	Write-In help

## Navigation Tips

If the voter asks you a question about navigating the keypad to perform a particular task, use the table below to find an answer.

Action	How to...
<b>Skipping a Contest</b>	1. To skip a contest, press the green up-arrow button repeatedly until you hear Exit contest.
	2. Press the round red Select button to continue to the next contest.
<b>Selecting and Deselecting a Contest</b>	To select a choice, press the round red Select button once after hearing the desired choice.
	To deselect a choice, repeat pressing the green up-arrow or yellow down-arrow button until you hear the choice you just select and then press the round red Select button to deselect the choice.
	To deselect a choice after leaving a contest, press the yellow down-arrow button to return to the contest and candidate then press the round red Select button to deselect the candidate.
<b>Performing Write-In Voting</b>	1.Repeat pressing the green up-arrow button until you hear Write-in, then press the round red Select button to enter the Write-In keyboard.
	2. Use the green up-arrow and yellow down-arrow buttons to move back and forth through the alphabet, numbers, and special characters.
	3 Spell out your write-in choice by pressing the round red Select button to select each desired letter, number, or special character. To deselect a character, use the Backspace choice.
<b>Exiting Write-In Voting</b>	
	To exit Write-In voting, repeat pressing the green up-arrow or yellow down-arrow button until you hear OK, then press the round red Select button.
	To cancel a selection, repeat pressing the green up-arrow or yellow down-arrow button until you hear Cancel, then press the round red Select button.
<b>Reviewing Choices at the End of a Contest</b>	1. After selecting your choices for a given contest, repeat pressing the green up-arrow button until you hear Review Selections.
	2. Press the round red Select button to hear the choices for the contest.
<b>Reviewing Choices at the End of a Ballot</b>	
	1.Exit the current contest.
	2. Press the green up-arrow or yellow down-arrow button until you hear Review your selections.
	3. Press the round red Select button to hear the contest names and selections.
	4. Press the green up-arrow or yellow down-arrow button when you are finished.

# Closing the Polls

## Announcing the Polls are Closing

The Marshal announces the closing of the polls at 1 hour, 30 minutes, 15 minutes, and 1 minute before, and at the moment of closing, which is 7:00 P.M. All voters in the line at 7:00 P.M. are allowed to vote. Please ensure you are using the correct time, so the poll is not closed early. Until the last voter that was in line at 7:00 P.M. has finished voting, nothing is to be closed, taken down, or put away. The first voter and last voter of the day should have as close as possible the same voting experience.

## Closing Procedures

After the last person has voted, use these task lists and check off each item as you complete it. Every team member has a task. Please work together to get the job done quickly and accurately.

## Insight and Edge:

The Inspector and the Judge of a differing party should close the Insight and Edge and place all of the voted ballots in the proper place:

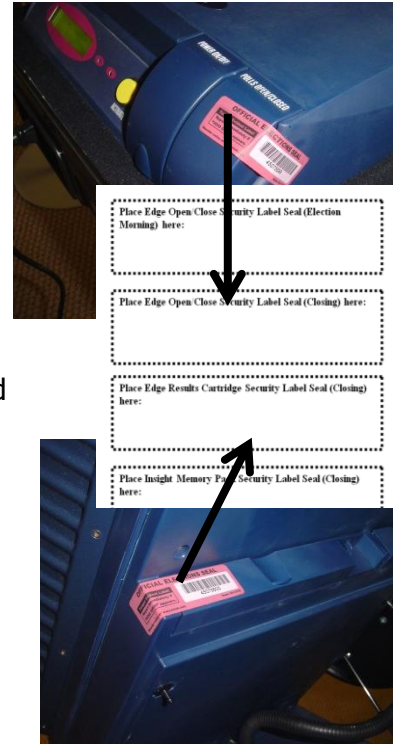
- ☐ 1. Open door #3 with the little key and remove any and all ballots. Remove ballots from this bin only.
  - ☐ Insert each ballot from door #3 into the Insight.
  - ☐ If the ballot has an overvote or is blank, press the 3 Key and the ballot will be accepted.
  - ☐ If a ballot is defective, remove it from the Insight and put it in the Large White Envelope marked "MISREAD BALLOTS". (Ensure the envelope has a precinct label attached.)
  - ☐ Count the number of misread ballots and write that number on the front of the envelope in the space provided and on the Precinct Ballot Report. Seal the envelope with a red and white official seal and the Inspector and 2 Judges sign across the seal onto the envelope. Place in the green/yellow canvas bag.
- ☐ 2. Print Insight Totals Tapes and Remove Memory Pack:
  - ☐ Using the Big key, unlock the back panel of the Insight which displays the entire keypad.
  - ☐ Press the "PRINT TOTALS" key on the keypad. A message will print out on the tape, "Press 0 if it is okay, Press 9 if it is not." Press 0 only if you have completed Step 1. Totals Tape #1 will print.
  - ☐ Tear off the entire tape, Inspector SIGN THE BOTTOM (there won't be a specific place to sign, so at the end is fine), fold and place it in the pink bubble bag found in the Inspector's packet.
  - ☐ Press the Print Totals Key and tape #2 will print. When it is finished, tear off the tape, Inspector SIGN THE BOTTOM (there won't be a specific place to sign, so at the end is fine), and put it in the black bag.
  - ☐ Unplug the Insight. **Warning:** If you remove the memory pack without unplugging the Insight, the memory pack may be damaged, making the information unreadable.
  - ☐ Peel off the tamper-evident security label seal on the memory pack door and stick it on the back side of the sheet inside of the seal bag. Open the memory pack door.
  - ☐ Lift and move the lever to the right to remove the memory pack.
  - ☐ Lift and push the lever back and close the memory pack door.
  - ☐ Place the memory pack in the pink bubble bag.
  - ☐ Carefully place the head of the electrical cord back into the cord slot in the back door of the Insight. Do not remove the Insight from the ballot tub. Lock the door with the BIG key.





## Closing the Polls continued.....

- ☐ 3) Close the Edge Machine:
  - ☐ Peel off the tamper-evident security label seal on the Polls Open/Closed and stick it on the back side of the sheet inside of the seal bag.
  - ☐ Lift up the cover and turn the Polls switch to the Closed position.
  - ☐ The Official Results Report will show on the LCD viewing screen. Press **Print Report**.
  - ☐ Press **Done** and record the Qualified Votes, Provisional Votes, and Total Votes, as well as the Protective and Public counts on the Precinct Ballot Report, which is attached to the payroll voucher.
  - ☐ Turn the power off at the switch.
  - ☐ Peel off the tamper-evident security label seal on the Results Cartridge door and stick it on the back side of the sheet inside of the seal bag.
  - ☐ Remove the results cartridge, and place it in the pink bubble bag with the Totals Tape #1 and the Insight Memory Pack.



- ☐ 4) Remove the tamper-evident security label seal and envelope seal from the clear security bag, insert the pink bubble bag, seal with the envelope seal and sign across the seal onto the bag. Place the tamper-evident security label seal between signatures on the envelope seal, half on the seal, half on the bag. Record this security seal number on the Precinct Ballot Report.



- ☐ 5) Board workers, two of differing parties if practicable, must immediately deliver the sealed clear security bag containing the pink bubble bag to the designated memory pack site as soon as it is ready (map is provided in the Inspector Packet). Please do not wait until the rest of the closing procedures are finished. The board worker delivering the pink bubble bag does not have to return to the polling place after completing the delivery, so ensure the person signs the payroll voucher.

- ☐ 6) Continue to close the Edge machine:
  - ☐ Remove the Edge left privacy panel's curtain and replace it on the inside of the privacy panel. Close the Edge privacy panels.
  - ☐ Unscrew and detach the printer's printer and power cables.
  - ☐ Detach the Audio cable. Replace Audio unit into its carrying case. Place the carrying case in the Blue Insight ballot tub.
  - ☐ Unplug Edge power cord from wall and remove from Edge machine. Return the cord to under of the LCD viewing screen. Rest the LCD screen in the flat position.
  - ☐ While holding the printer, slide it up the mounting bracket (towards the back of the machine) until it is detached. DO NOT break the seal that secures the printer cover to the printer. DO NOT attempt to sign the Edge tape. Place the printer into its storage case and seal with a seal. Record the seal number on the Precinct Ballot Report.



## Closing the Polls continued.....

- ☐ 6) Still closing the Edge machine:
  - ☐ Replace the Cover and refasten the four cover clasps. Using two board workers, turn over the Edge, detach the legs, and replace them in the front of the Edge. Replace the cover over the legs and wheel the Edge next to the Insight so that it is easily found by Maricopa County Elections staff.
  - ☐ Unplug the card activator and place it into the card activator bag along with its electrical cord. Zip and seal the zippers on the card activator bag with a seal. Record the seal number on the Precinct Ballot Report. Place the sealed bag near the Insight. Do NOT bring this to the receiving site.
- ☐ 7) Finish Closing the Insight:
  - ☐ Using the little key, unlock and remove the ballots from door #1 (Write-in ballots). Check the ballot tub carefully to ensure that you do not leave any ballots inside. Place the ballots inside the Yellow Envelope.
  - ☐ Enter the total number of ballots with Write-ins from the top of Totals Tape #2: "Counted with Write-ins"
  - ☐ Record this same number on the Precinct Ballot Report.
  - ☐ Seal with a red and white official seal and sign across the seal onto the envelope. Place the Envelope in the green/yellow Canvas Bag.
- ☐ 8) Place only the following two items in the Black Bag:
  - ☐ Using the Little key, unlock and remove all the ballots from door #2. Check the ballot tub carefully to ensure that you do not leave any ballots inside. DO NOT SORT THROUGH THE BALLOTS IN ANY WAY.
  - ☐ Insight Totals Tape #2 NOTHING ELSE GOES IN THIS BAG.
  - ☐ Zip and seal the zipper with a zip-tie security seal found in the seal bag.
  - ☐ Record the seal number on the Precinct ballot report.

## Closing Paperwork:

A Judge and Clerk, or the board workers assigned to these tasks, should work to close the paper work:

- ☐ 1) Place the long red and white "Official Ballot Box Seal" over the slots of the Red Provisional Ballot Box and Blue Early Ballot Box, EVEN IF THE BALLOT BOXES ARE EMPTY.
- ☐ 2) Make sure that everyone has signed and written time ended on the Payroll Voucher.



## Closing the Polls continued.....

- ☐ 3) Fill in the rest of the Precinct Ballot Report, which is attached to the Payroll Voucher:
- ☐ Record any additional ballots on line 2.
  - ☐ After you close the Edge (see page 44, #6) but before you turn off the power, record the ending Protective and Public counts and the Edge Qualified, Provisional and Total votes.
  - ☐ Record the Security Seal number for the seals used to close the Printer and Card Activator bags.
  - ☐ Record the number of names listed in each the Poll List and Provisional Ballot Signature Roster.
  - ☐ Record the number of Misread, Write-in, Spoiled, and Unused ballots.
  - ☐ Record the Security Seal number for the seals used to close the black bag, green/yellow bag, red provisional ballot box, and blue early ballot box.
  - ☐ Record the Security Seal number for the seal on the Memory Pack/ Results Cartridge."
  - ☐ The Inspector and two board workers sign the form.

**PRECINCT BALLOT REPORT** TS# 3

For more information on how to complete this form, consult the training manual.  
Upon completion, place this report in the front pocket of the "Signature Roster".  
~ Place a check mark (✓) in the boxes [ ] below to indicate you have verified the Seal Numbers ~

**Opening of Polls** PRECINCT: **1031 PIONEER VILLAGE**

**Insight:** [ ] Memory Pack DQOR Seal # **IS007294**

1) Number of Ballots Received (Per Count at Set-up Meeting) \_\_\_\_\_

2) Number of Additional Ballots Received (write "none" if not applicable) \_\_\_\_\_

**Edge:** Machine# **47762** [ ] Polls Open/Close Switch DQOR Seal# **IS009576**

[ ] Results Cartridge DQOR Seal# **IS009573**

[ ] Printer Cartridge HINGE Seal# **IS009576**

[ ] Card Activator BAG Seal# **IS11735**

Edge Printer \_\_\_\_\_

Edge Card Activator \_\_\_\_\_

Beginning Protective Count# \_\_\_\_\_ Beginning Public Count# \_\_\_\_\_

**Close of Polls** Upon completion, place this report in the front pocket of the "Signature Roster".

**Edge:** Ending Protective Count# \_\_\_\_\_ Ending Public Count# \_\_\_\_\_

Edge Qualified Votes \_\_\_\_\_

Edge Provisional Votes \_\_\_\_\_

Edge Total Votes \_\_\_\_\_

3) Printer Bag Seal# (seal placed on bag at close) \_\_\_\_\_

4) Card Activator BAG Seal# (seal placed on bag at close) \_\_\_\_\_

**Insight:**

5) Number of Names from the Poll List \_\_\_\_\_

6) Number of Names from Pink Provisional Ballot Signature Roster \_\_\_\_\_

7) Number of Misread Ballots (from door #3 of Blue Insight tub) \_\_\_\_\_

8) Number of Write-in Ballots (shown at the end of the Insight tape) \_\_\_\_\_

9) Number of Spoiled Ballots (found in the clear Official Envelope) \_\_\_\_\_

10) Number of Unused Ballots (unopened packets have total noted on outside label) \_\_\_\_\_

11) Black Bag Seal# (seal placed on bag at close) \_\_\_\_\_

12) Green Bag Seal# (seal placed on bag at close) \_\_\_\_\_

13) Red Provisional Ballot Box Seal# 1 \_\_\_\_\_ Seal# 2 \_\_\_\_\_

14) Blue Early Voting Ballot Box Seal# 1 \_\_\_\_\_ Seal# 2 \_\_\_\_\_

15) Clear "Memory Pack/Results Cartridge" Bag Label Seal# \_\_\_\_\_

We, the members of the election board, certify to the truth and correctness of this Precinct Ballot Report, as shown above, and that each voter whose signature appears on the Official Signature Roster was provided a ballot to vote in this August 24, 2010 PRIMARY ELECTION.

Inspector \_\_\_\_\_ Judge \_\_\_\_\_ Judge \_\_\_\_\_

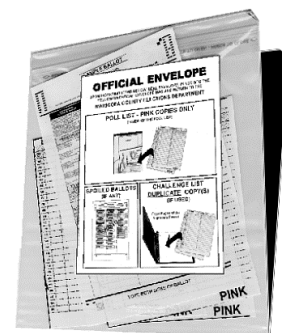
### 4) The Provisional Ballot Signature Roster is done as follows:

- ☐ Write the PRECINCT NUMBER at the top of the each set of pages.
- ☐ Record the number of names on the Precinct Ballot Report.
- ☐ Tear out the WHITE COPIES and put them in the front pocket of the Signature Roster.
- ☐ Tear out the YELLOW COPIES and put them inside the cover of the blue Poll List.
- ☐ Tear out the PINK COPIES and put them in the Clear Official Envelope.
- ☐ Put the Provisional Ballot Roster (minus all of the pages) in the green/yellow canvas bag.



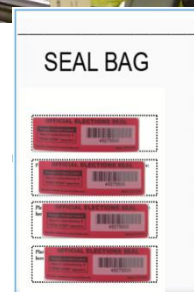
### ☐ 5) ONLY THESE ITEMS GO INTO THE CLEAR OFFICIAL ENVELOPE:

- ☐ Spoiled Ballots (Record the number of spoiled ballots on the Precinct Ballot Report.)
- ☐ Pink copies of the Poll List
- ☐ Pink copies of the Provisional Ballot Signature Roster
- ☐ Challenge List (if used)
- ☐ Fold the flap over and seal the Clear Official Envelope with the envelope seal. The Inspector and 2 Judges sign across the seal onto the envelope. (Ensure a precinct label is attached to the envelope.)



## Closing the Polls continued.....

- ☐ 6) Ask the Inspector to sign the certification in the back of the Signature Roster.
- ☐ 7) Put the following in the front pocket of the Signature Roster (white 3-ring binder):
  - ☐ Payroll Voucher stapled to the Inspector Checklist and Precinct Ballot Report.
  - ☐ White pages of the Provisional Ballot Signature Roster
  - ☐ Any curb-side voter affidavits, if used
  - ☐ Board worker surveys, and
  - ☐ Any Election Event/Information Reports.
- ☐ 8) Place the three (3) Edge Activator Cards in the pencil pouch located at the front of the Signature Roster, where the Signature guide is located.
- ☐ 9) ONLY THESE ITEMS GO INTO THE GREEN/YELLOW CANVAS BAG:
  - ☐ Signature Roster (white 3 ring binder)
  - ☐ Clear Official Envelope – sealed with red and white paper seal
  - ☐ Blue Poll List minus pink copies, and including yellow pages from Prov. Ballot Signature Roster.
  - ☐ Pink Provisional Signature Roster minus the white, yellow and pink copies
  - ☐ e) Misread Ballots (in Misread Ballots Envelope)--from Insight door # 3
  - ☐ f) Write- in Ballots (in Write-in Envelope)--from Insight door #1
  - ☐ g) Completed voter registration forms (in small manila envelope), if any
  - ☐ h) Completed Voter Survey cards, if any.
  - ☐ i) Seal bag with all broken and unused seals.
  - ☐ j) County issued cell phone, if applicable.
  - ☐ k) Keys to the Insight (AFTER COMPLETION OF CLOSING PROCESS)
- ☐ 10) Zip the zippers on the green/yellow canvas bag, but do not seal yet! (You still need your Insight keys.)



## Returning the Polling Place to How We Found It:

The Marshal and any other Clerks, or the board workers assigned to this task should begin to return the polling place to how it was found before the Monday Setup meeting:

- ☐ 1) Take apart the voting booths and place near the Insight.
- ☐ 2) Remove all paper signs and arrows both inside and outside and throw them away in the trash bag provided in the pen bag. Throw away any uncapped ballot marking pens.
- ☐ 3) Retrieve and place the yellow and orange sandwich board signs next to the voting booths near the Insight.
- ☐ 4) Clean up all areas used and rearrange any tables or chairs that you may have moved for the Election.
- ☐ 5) Assist with the other tasks as needed.

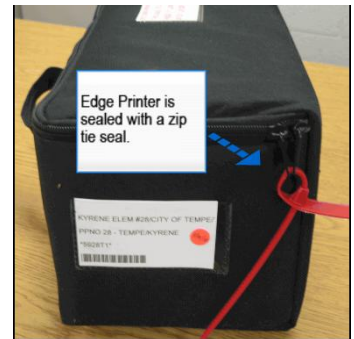
## Closing the Polls continued.....

### Final Procedures – All Board Workers:

- ☐ 1) Place all supplies, unused ballots, Precinct Registers, etc. that were not specifically requested to be placed in the green/yellow or black bags in the blue Insight ballot tub.
- ☐ 2) Using the Little key make sure all doors of the blue Insight ballot tub are locked. Put the Insight keys into the green/yellow canvas bag. Now seal the bag with a zip-tie seal.
- ☐ 3) Place all precinct supplies and equipment in plain view or in a place designated by the polling place owners for pick up by the County Elections Department after the election.
- ☐ 4) Take one last look to ensure everything is back in place, and is neat and tidy. Turn out the lights, turn off the A/C or heating, as may have been instructed by the polling place owners and lock the door before you leave the polling place. Some inspectors receive keys from the facility; please be sure to return them in a timely fashion (within a couple of days).
- ☐ 5) After each step has been completed for closing the polls, the Inspector, accompanied by a board worker of a different party, immediately delivers the following items to the Designated Receiving Site:



- 1) Black Canvas Bag
- 2) Green/Yellow Canvas Bag
- 3) Early Ballot Box
- 4) Provisional Ballot Box
- 5) Edge Printer, sealed in its storage case



**THANK YOU AGAIN FOR  
YOUR DEDICATION AND SERVICE!!**



# What to Do When Things Go Wrong – Possible Problems and their Solutions

---

## **Situation: A fire or other emergency at the polling place facility.**

1. Your safety is our first concern. If needed and not already done, call 9-1-1.
2. Call the Hotline Room for assistance and to let us know.
3. Only if it will not place you in danger, secure the ballots and election equipment.
4. Only if it will not place you in danger, find an alternative polling place (i.e. the parking lot) and continue voting until the emergency is resolved.

## **Situation: One of the board workers becomes ill or has an injury**

1. If it is an emergency, dial 9-1-1.
2. Contact the Hotline to inform us of the situation.
3. If an injury, fill out an incident report, provided by the troubleshooter.
4. If a board worker is ill or has an emergency and wishes to go home, please allow her/him to do so. Put the time he/she left on the payroll voucher.
5. If another board worker is needed, contact your Recruiter before hiring someone.

## **Situation: A voter become ill or injured**

1. If it is an emergency dial 9-1-1.
2. Contact the Hotline and inform us of the situation.
3. Incident reports are not filled out for voters.

## **Situation: A board worker fails to show up on Election Day**

1. Call your recruiter or the hotline to let them know
2. Write "No Show" across the board worker's name on the payroll voucher
3. If you want to hire from the line of voters or someone you know, please first ensure each is registered to vote by contacting your recruiter
4. If it is a bilingual vacancy, this board worker MUST be replaced.

## **Situation: Facility owner fails to open facility**

1. Call the contact numbers that you obtained during your Monday setup meeting.
2. Call the Hotline right away, so we can also try to contact other individuals to unlock the facility.
3. Call the Hotline back when you are able to get into the facility.

## **Situation: The Insight or Edge has a problem or doesn't work**

1. Refer to the last pages of the training manual for trouble shooting suggestions.
2. Contact your Troubleshooter or the Hotline for assistance.
3. While waiting for assistance with the Insight, open door #3 for voters to insert their ballots. All ballots that are placed in door #3 must remain there until the polls are closed.

## **Situation: There are people inside the 75-foot zone that do not belong there**

1. Have the Marshal politely tell them that it is required by law that they be outside of the 75-foot zone.
2. If they do not leave or become belligerent, call your troubleshooter or the Hotline.
3. If the troubleshooter cannot solve the situation, the Hotline will send out Sheriff deputies.
4. Only in the rare circumstance that you feel your safety is in danger, call 9-1-1.

## **Situation: There is an angry voter.**

1. Stop and take a breath.
2. Actively listen to the voter and focus on the facts.
3. Make the decision to speak to the voter calmly and with respect, even if you are frustrated and angry.
4. If you find out that you are incorrect admit it.
5. If the situation is still not settled, or the voter becomes disruptive, contact the Hotline or your troubleshooter.

## **Situation: There is a voter that does not know where their correct polling place is.**

1. Look at the Precinct map. Have the voter point to where they live.
2. Using the polling place list, tell the voter the name and exact address of the correct polling place, and if possible, how to get there.
3. If you cannot find the correct polling place or if the voter is not sure where he/she lives on the maps, call the Public Information Line at (602) 506-1511.
4. If the voter insists that this is the correct polling site and wishes to vote here, have them vote a provisional ballot.

# Troubleshooting the Insight

Problem	Solution
Power failure or problem with the Insight, making it inoperable:	<p>If the power goes out in the polling place or there is a problem with the Insight in any way that prevents the standard method in voting, voting should continue without disruption by following these simple steps:</p> <ol style="list-style-type: none"> <li>1. Voters will continue to sign in and receive their ballots</li> <li>2. The inspector will open door #3 on the ballot tub; it is the metallic door right under front of the Insight. Open the slot in the door, then close and lock the door (with the slot open).</li> <li>3. Voters will mark their ballots as usual; however voters will deposit their ballot in the slot of door #3</li> <li>4. Voters will continue to deposit their ballots into the slot of door # 3 until the Insight has become operable.</li> <li>5. Once the Insight is operating properly, the Inspector will close the slot of door #3 and lock door #3.</li> </ol>
	Ballots that have been deposited in door #3 stay there until the closing of the polling place
Changing the Insight tape:	Once the color notification strip appears on the Insight tape you have approximately 15 feet of tape left. Call the Hotline and we will send your troubleshooter to assist in changing out the tape.
Ballot stuck in the ballot path:	Have the voter pull the ballot out from the front entry slot of the Insight, gently, with two (2) hands and re-insert it. If the ballot is not visible, lift the side of the Insight and have the voter pull the ballot from one of the exit slots underneath the Insight. Follow the instructions on the tape to either re-feed the ballot or place the ballot in the appropriate slot under the Insight for the bin before the Insight is lowered onto the pegs.
Ballot jammed when returning to voter	If the Insight message reads, "BALLOT HAS NOT BEEN PROCESSED," lift the Insight on its side if necessary, have the voter remove the ballot and re-insert it into the Insight after the Insight has been lowered onto the pegs.
Ballot jammed when returning to voter	If the Insight message reads, "BALLOT HAS BEEN PROCESSED," lift the Insight on its side, have the voter remove the ballot from the Insight and place it in the slot under the Insight for the bin as directed by the tape. Lower the Insight onto the pegs.
Ballot appears to be stuck in the center/rear output slot	If the Insight message reads, 'BALLOT HAS BEEN PROCESSED,' lift the Insight on its side, have the voter remove the ballot and place it in the slot under the Insight for the bin as directed by the tape. Lower the Insight onto the pegs.
Ballot appears to have been removed! Please re-insert it!	The voter inserted the ballot in the Insight but held onto it and pulled it back out. Instruct the voter to re-insert the ballot and let go of it.
Error reading ballot	If the Insight message reads, "ERROR READING BALLOT," have the voter take the ballot out and re-insert it in a different way (for example, upside down). If it still cannot be read, follow the procedures for a Misread ballot on page 30.

# Troubleshooting the Edge

---

Problem	Solution
Edge does not print zero tape	Check cables to ensure completely installed, see page 17. If the zero tape still does not print, call the Hotline
Yellow or Red bar shown at bottom of Touch screen. Machine may be beeping	Check the Power cords to ensure completely plugged in. Check power supply, including that surge protector is on, AC light at back of machine should be lit.
A voter leaves the polling place before finishing voting (Fleeing Voter)	Press the Yellow button in the back of the machine. Press Cast Ballot on the screen.
Power goes out in Polling Place	The Edge and Card Activator are equipped with battery back-up and should continue to operate for at least 1-2 hours as long as the AC power was being used before the power outage. To conserve energy, the Touch Screen may go blank, but can be returned by touching the screen if needed. DO NOT TURN OFF the Edge. Powering back up actually takes more energy.
Edge screen tells you printer paper low	Call a troubleshooter who will replace your printer with a new one. The original printer will be placed in its carrying case and sealed with a seal. Both printers will be brought to the receiving site at the end of Election night.
Edge screen goes red and says card not properly activated.	Turn the POWER to the Edge off and then on again. If voter has not already voted and should properly be doing so, properly activate the voter card.
A voter using the Audio function decides he/she no longer want to use this function	Turn the POWER to the Edge off and then on again. This will spoil this ballot only.
	Ask the voter if he/she wish to vote using the Edge again, or vote assisted using an optical scan ballot. Follow the appropriate directions from the beginning for the voter's choice.
Voter Gets Vote Save Error	If message also says, Vote Saved: The voter's ballot has been cast – put voter activation card aside and do not use again.
	If message also says, Vote Not Saved: The voter needs to have a new card activated for him/her and must start again.

# Index

---

Accidents or Injuries	3		Monday Night, Things to Remember	13	
Add-ons, Deletes and EVs		20	Monday Setup Meeting	13	
Assisting Voters	7		No Smoking	3	
Board Worker Courtesy	3		Observers	25	
Board Worker Duties	11		Opening Procedures	23	
Cameras	3		Over Voted Ballot		29
Cellular Phones	3		Permanent Early Voter List (PEVL)		10
Closing the Polls	41		Phone Numbers	1	
Curbside Voting Procedure	9		Physical Assistance	7	
Deceased Individuals	10		Power of Attorney		3
Defective Ballots		30	Precinct Ballot Report	21	
Early Ballot Procedure	30		Protected Addresses	32	
Edge Touch screen Equipment	5, 15, 34-		Provisional Ballot Procedure	32	
39			Required Proof of Identification	26	
Edge, Activating the Card		35	Safety in the Polling Place		3
Edge, Assisting the Audio Voter	37		Setup Meeting	12	
Edge, Making Even More Accessible	37		Spoiled Ballots	30	
Edge, Setup	15		Standard Voting Procedure	28	
Edge, Voting Using	36		Task Lists, Closing	40	
Edge, Trouble Shooting	49		Task Lists, Set –up	14	
Elections Background	2		Troubleshooters	11	
Election Day	22		Under Voted Ballot	29	
Election Equipment	4		Un-voted/ Blank Ballot	29	
Electioneering	3, 25		Voter Information Changes		10
Hiring out of Line		22	Voter who have moved	10	
Identification at the Polls		26	Voter Registration Information	10	
Insight, Troubleshooting	49		Voter Returns to Show Proof of ID		33
Inspector Packets		12	Voting Procedures	26	
Introduction	1		Who can vote?	26	
Language Assistance	8				
Misread Ballots	30				